



TENANCY APPLICATION FORM

Step 1: All applicants must complete Tenancy Application form.

Step 2: Enclose copies of all relevant documentation.

Step 3: Email your application to rentals@clarkpartners.com.au – please use the property address and your surname as the subject line.

Alternatively drop your Application into our Aspley office Monday to Friday between 8:30am and 5:00pm.

We are here to help, if you have any questions or queries please feel free to call or email our office at anytime, one of our property managers will get back to you as soon as possible.

☎ 07 3490 8022

✉ rentals@clarkpartners.com.au 🌐 clarkpartners.com.au 🏠 PO Box 3178, Warner Q 4500

PROPERTY DETAILS

Street Address:	
Suburb:	
Lease Term:	years months
Lease commencement date:	
Rent: \$	<input type="checkbox"/> Weekly <input type="checkbox"/> Monthly
Name of all other applicants:	
Name of Occupants: Adults: Children:	
Ages of Children:	

IDENTIFICATION

Drivers License No:	State:
Passport Number:	
Passport Issuing Country:	

EMERGENCY CONTACT DETAILS OF PERSON NOT RESIDING IN PROPERTY

Name:
Relationship:
Address:
Mobile:
Home Phone:
Work Phone:

PERSONAL DETAILS

Given name(s):
Surname:
Mobile:
Home Phone:
Work Phone:
Fax:
Email:
Date of Birth:

CURRENT TENANCY DETAILS

Street Address:	
Suburb:	
Time at Address:	years months
Rent paid: \$	<input type="checkbox"/> Weekly <input type="checkbox"/> Monthly
Reason for Leaving:	
Name of Landlord/Agent:	
Landlord/Agent Phone:	
Landlord/Agent Email:	
Do you expect to get your full bond back?	
If not, Why?	

CHILDREN DETAILS

Name:
Age:
Name:
Age:
Name:
Age:

PREVIOUS TENANCY DETAILS

Street Address:

Suburb:

Time at Address: From: To:

Rent paid: \$ Weekly Monthly

Name of Landlord/Agent:

Landlord/Agent Phone:

Was the bond refunded in full?: Yes No

If No, please specify reason why:

INCOME

Employment Income: Weekly Annually

Other Income: Weekly Annually

Other Income source(s):

CURRENT EMPLOYEE DETAILS

Position Held:

Business Name:

Street Address:

Suburb: Postcode:

Contact Name:

Contact Phone:

Length of Employment: years months

PREVIOUS EMPLOYMENT DETAILS

Position Held:

Business Name:

Street Address:

Suburb: Postcode:

Contact Name:

Contact Phone:

IF SELF EMPLOYED PLEASE COMPLETE

Company Name:

Business Type:

Business Address:

Suburb: Postcode:

ABN:

Account Name:

Account Phone:

Account Email:

Accountant Street Address:

Suburb: State:

PROFESSIONAL REFERENCE

Reference Name:

Relationship:

Phone:

Email:

PROFESSIONAL REFERENCE 2

Reference Name:

Relationship:

Phone:

Email:

ADDITIONAL INFORMATION

Pets: Yes No

If yes, please state:

Pet type:

Breed:

Pet Age:

Will the pet be kept inside or outside:

Council Registration Details:

ANY FURTHER INFORMATION THAT MAY HELP YOUR APPLICATION / ANY FURTHER CHILDREN DETAILS.

SUPPORTING DOCUMENTS

Provide 100 points of identification photocopied and attached to this application. Please note that in order for your application to be processed it is required that Photo ID and proof of income be provided for **EACH APPLICANT.**

- 40 pts Drivers License or Passport Photo Page (REQUIRED)
- 30 pts Current Payslip / Proof of Income (REQUIRED)
- 20 pts Other Photo ID
- 20 pts Birth Certificate
- 20 pts Previous Two Rent Receipts
- 20 pts Medicare Card
- 20 pts Debit/Credit Card
- 20 pts Bank Statement
- 20 pts Utility Bill

PAYMENT DECLARATION

I, the Applicant, hereby offer to rent the property from the owner under a lease to be prepared by the Agent. Should this application be approved, I acknowledge that I will be required to pay the following amounts:

Rent Amount: \$	Per week
Rental Bond (Four weeks rent):	\$
Payment of two weeks rent within 48 hours of application approval:	\$
Total amount of cleared funds required prior to collecting keys from the agent	\$

Applicants Signature

____/____/____
Date

PRIVACY POLICY

Wilkesdale Pty Ltd T/A Clark Partners Real Estate (CPRE) is an independently owned and operated business. Our complete privacy policy can be found on our website. If you believe that your privacy has been breached, please contact us using the contact details on our website and provide details of the incident so that we can investigate it. Our procedure for investigating and dealing with privacy breaches is set out in our current complaints handling procedures. We collect personal information in this form to assess your application for a residential tenancy. You also consent to us using your information for the purposes of direct marketing, business research and customer satisfaction enquiries. We may need to collect information about you from your previous landlords or letting agents, your current or previous employer and your referees. Your consent to us collecting this information is set out below.

We may disclose personal information about you to the owner of the property to which this application relates. If this application is successful we may disclose your details to service providers relevant to the tenancy relationship including maintenance contractors and the owner's insurers. We may also send personal information about you to the owners of any other properties at your request.

You have the right to access personal information that we hold about you by contacting our privacy officer or the contact details on our website. If you do not complete this form or do not sign the consent below then your application for a residential tenancy may not be considered by the owner of the relevant property or, if considered, may be rejected. Our complete privacy policy is can be found on our website www.clarkpartners.com.au.

CONSENT

I, the Applicant, acknowledge that I have read the Privacy Statement and the Privacy Policy of Clark Partners Real Estate. I authorize Clark Partners Real Estate and the Agent to collect information about me from:

1. My previous letting agents, landlords, current and previous employers
 2. My referees
 3. CPRE may use one or more of the following residential tenancy databases (RTDs) to check my tenancy history for the purpose of deciding whether the landlord should enter into a tenancy agreement with me:
 - a. The landlord may use:

• NTD	1300 563 826	ntd.net.au
• TICA	1902 220 346	tica.com.au
• RPDATA	1300 734 318	rpdata.com.au
• BARCLAY MIS	1300 883 916	barclaysmis.com.au
• TRA	02 9363 9244	tradingreference.com
 - b. You may contact an RTD about personal information held about you by using the contact details provided above.
 4. Personal information collected about me may be sent to the owner of the property even if the owner is a resident outside Australia.
 5. Personal information collected about me to any third parties valuers, contractors, sales people, insurance companies, bodies corporate, other agents and tenancy default databases to which it is reasonably necessary to disclose in relation to the tenancy arrangement.
- As your information may be emailed or stored in the cloud, we cannot ensure that overseas recipients to whom your information is disclosed will not breach the Australian Privacy Principles in relation to your information. Acknowledging that this is so, you consent to your information being emailed and stored in the cloud.

I ACKNOWLEDGE THAT THIS APPLICATION IS SUBJECT TO THE APPROVAL OF THE OWNER. I DECLARE THAT ALL INFORMATION CONTAINED IN THIS APPLICATION IS TRUE AND CORRECT AND GIVEN OF MY OWN FREE WILL. I DECLARE THAT I HAVE INSPECTED THE PREMISES AND AM SATISFIED WITH THE CURRENT CONDITION AND CLEANLINESS OF THE PROPERTY

Applicants Signature

____/____/_____
Date