

tenancy application

property address: _____

property owner: _____

applicant/s: _____

portfolio manager: _____ date: _____

leasing consultant: _____ company: _____

date application submitted: _____ time: _____ method: email/post/deliver

date application completed: _____ time: _____

property owner notified: yes/no date: _____ time: _____

approved/rejected if rejected reason: _____

applicant notified: yes/no date: _____ time: _____

accepted/declined: if declined, reason: _____

if approved and accepted scheduled time for induction and contract signing:
 date: _____ time: _____

fully completed: date: _____ time: _____

PHASE 1 – SUITABILITY OF APPLICANT

	Date	Initials
PMC Record on TaskTracker™	_____	<input type="checkbox"/>
PMC Confirm application completed in full and signed	_____	<input type="checkbox"/>
PM Contact property owner to advise application lodged and being processed	_____	<input type="checkbox"/>
PMC Confirm Privacy Policy, Disclaimer and Authority completed and signed by applicant/s	_____	<input type="checkbox"/>
PMC Confirm Identification 100 Point Check completed, copies verified and ID confirmed	_____	<input type="checkbox"/>
PMC Conduct previous rental history authentication validated and confirm suitability of applicants attaching report to application	_____	<input type="checkbox"/>
PMC Conduct employment history authentication and confirm integrity of information provided (notes logged to TrackMate™)	_____	<input type="checkbox"/>
LC Character references checked and verified (notes logged to TrackMate™)	_____	<input type="checkbox"/>
PMC Tenant data bases searched and copy of report attached to application	_____	<input type="checkbox"/>
PMC Check 'Police Report' and confirm receipt	_____	<input type="checkbox"/>
PMC Check 'Credit Report' and confirm receipt	_____	<input type="checkbox"/>

PHASE 2 – APPLICANT'S TERM, RENTAL AND CONDITIONS

LC Application checked for requested special conditions	_____	<input type="checkbox"/>
LC Application for Tenancy Questionnaire completed and attached	_____	<input type="checkbox"/>
LC Tenancy term and rental amount confirmed and verified as acceptable	_____	<input type="checkbox"/>
LC Number of occupants confirmed and verified against management authority	_____	<input type="checkbox"/>
LC Request for pets confirmed and verified against management authority	_____	<input type="checkbox"/>
LC Confirm power provision to property – (digital or standard)	_____	<input type="checkbox"/>
LC Confirm water charges to property	_____	<input type="checkbox"/>
LC Confirm telephone connection to property	_____	<input type="checkbox"/>
LC Property Management Company's application questionnaire completed and attached to application	_____	<input type="checkbox"/>

PHASE 3 - RECOMMENDATIONS AND INSTRUCTIONS

LC Property owner notified, and instructions/authority requested with details Logged to computer	_____	<input type="checkbox"/>
LC Follow-up email sent to property owner to confirm instructions/authority and acceptance or rejection if applicable by applicant/s	_____	<input type="checkbox"/>
LC Applicant/s notified of acceptance or non-acceptance	_____	<input type="checkbox"/>

- LC** If accepted date scheduled for executing Tenancy Agreement and induction _____
- LC** If accepted applicant advised of documents required and payment of mandatory funds to be transferred _____
- PMC** Confirm Incoming Property Condition Report has been completed and if not Schedule time for completion _____
- PM** Complete incoming inspection and finalize report (if necessary) _____

- PHASE 4 – TENANCY PREPARATION**
- LC/PMC** Follow TrackMate™ for New Tenant for tenancy preparation and establishment _____

TrackMate™ verified for completion: _____ **Date:** _____

NB: Leasing Consultant may be represented by Portfolio Manager. If any item is not applicable write next to item N/A