



## **TENANCY APPLICATION**

STARR PARTNERS WINDSOR IS A **NO CASH** OFFICE.  
ONLY BANK CHEQUES AND MONEY ORDERS WILL BE ACCEPTED FOR INITIAL TENANCY PAYMENTS.

*PLEASE BE ADVISED THE ONLY METHOD OF PAYMENT AVAILABLE TO RESIDENTIAL TENANTS IS DIRECT DEBIT.  
ALL TENANTS WILL BE REQUIRED TO SIGN A DIRECT DEBIT AGREEMENT UPON APPROVAL OF THEIR APPLICATION.*

**WE GUARANTEE TO HAVE YOUR APPLICATION ANSWERED BACK WITHIN 24 HOURS –  
SUBJECT TO YOUR REFERENCES**

### **EACH ADULT (OVER 18) MUST SUBMIT AN INDIVIDUAL APPLICATION**

BEFORE ANY APPLICATION WILL BE CONSIDERED EACH APPLICANT MUST PROVIDE A MINIMUM OF  
**100 POINTS** OF IDENTIFICATION.

**EXPIRED/CANCELLED IDENTIFICATION WILL NOT BE ACCEPTED**

- |  |           |
|--|-----------|
| <input type="checkbox"/> DRIVERS LICENCE                     | 70 POINTS |
| <input type="checkbox"/> PASSPORT                            | 70 POINTS |
| <input type="checkbox"/> OTHER PHOTO IDENTIFICATION          | 30 POINTS |
| <input type="checkbox"/> HEALTHCARE/MEDICARE CARD            | 30 POINTS |
| <input type="checkbox"/> CURRENT VEHICLE REGISTRATION PAPERS | 10 POINTS |
| <input type="checkbox"/> COPY OF BIRTH CERTIFICATE           | 10 POINTS |
| <input type="checkbox"/> ATM / CREDIT CARD                   | 10 POINTS |

**TOTAL POINTS SUBMITTED:**

### **ALL APPLICANTS MUST SUPPLY COPIES OF THE FOLLOWING:**

- INCOME / CENTRELINK STATEMENT
- BANK STATEMENT
- LAST 3 PAYSLEIPS / IF SELF EMPLOYED COPY OF LAST TAX RETURN OR LETTER FROM ACCOUNTANT
- PREVIOUS PHONE / ELECTRICITY BILL
- RENTAL LEDGER FROM CURRENT / PREVIOUS REAL ESTATE or COPY OF COUNCIL RATES IF HOME OWNER

**PLEASE NOTE THAT IF YOU REQUIRE ANY OF THESE DOCUMENTS TO  
BE PHOTOCOPIED IT WILL INCUR A CHARGE OF \$1.00 PER PAGE.**

ALL DETAILS ARE REFERRED TO TICA PTY LTD FOR CONFIRMATION OF DETAILS SUPPLIED NO APPLICATION WILL BE ACCEPTED UNTIL ALL DETAILS ARE APPROVED BY TICA PTY LTD.

*I, THE APPLICANT, UNDERSTAND THAT IF MY APPLICATION FOR TENANCY IS APPROVED I WILL BE REQUIRED TO PAY MY INITIAL PAYMENTS BY BANK CHEQUE OR MONEY ORDER AND THEN SIGN INTO A DIRECT DEBIT AGREEMENT WITH THE AGENT WHERE MY RENT WILL BE DEDUCTED WEEKLY ON A THURSDAY.*

SIGNED: \_\_\_\_\_ (THE APPLICANT)

**Windsor Realty Pty Ltd T/AS Starr Partners Windsor  
33 Macquarie St, Windsor NSW 2756  
Ph: (02) 4577 7595 Fax: (02) 4577 7518  
ABN: 86 092 156 708**

**Customers Authority**

I/We \_\_\_\_\_  
 authorise Starr Partners Windsor to arrange for funds to be debited for my/our account at the financial institution identified below and as prescribed below through the Bulb Electronic Clearing System (BECS).

This authorisation is to remain in force in accordance with the terms described in the Residential Tenancy Agreement.

_____	____/____/____
Tenants Signature	Date
_____	____/____/____
Tenants Signature	Date

**DETAILS OF THE ACCOUNT TO BE DEBITED:**

Name of Financial Institution: \_\_\_\_\_

Account Name: \_\_\_\_\_

			-			
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BSB (Branch Number – Must be 6 digits)

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ACCOUNT NUMBER

**PAYMENT DETAILS:**

The payment is for weekly rent for the premises known as:

\_\_\_\_\_  
**(Address of Rental Premises)**

I/We request that you debit my/our account in accordance with our Residential Tenancy Agreement for the above mentioned address and subject to the following conditions:

1. The direct debit payments are to commence on \_\_\_\_/\_\_\_\_/\_\_\_\_
2. The maximum amount to be debited is \$\_\_\_\_\_ each week.
3. PLUS applicable water usage charges when and if they occur after providing me/us with 21 days notice in writing.
4. PLUS applicable rent increase amount when and if they occur after providing me/us with 60 days notice in writing.
5. I am aware that all debits to my account will occur on a Thursday and will subsequently apply from the following day (i.e Friday)

I/We authorise the following:

1. The Debit User to verify the details of the above mentioned account with my/our Financial Institution.
2. The Financial Institution to release information allowing the Debit User to verify the above mentioned account details.

Signature: \_\_\_\_\_ Signature: \_\_\_\_\_

## APPLICATION FOR TENANCY

APPLICATION FOR TENANCY

Should there be more than one applicant a separate application form should be completed for each applicant.

### PREMISES

Address of Premises applied for:


### DETAILS OF RENTAL

Rent \$  per

When could you move into the property?  /  /  for a period of  months/weeks

Number of persons who will occupy Premises:

Adults  Children  Ages of Children

Smoker(s)  Yes  No

### APPLICANT

#### PERSONAL DETAILS

Title: <input type="checkbox"/> Mr <input type="checkbox"/> Mrs <input type="checkbox"/> Miss <input type="checkbox"/> Ms <input type="checkbox"/> other	Date of Birth	/	/
Full name			
Phone: Home		Mobile	
Work		Fax	
Email			
Driver's Licence No.		Driver's Licence State	
Driver's Licence Expiry Date		/	/
Passport No.		Passport Country	
Pension Number (if applicable)		Pension type (if applicable)	

I, the Applicant, do solemnly and sincerely declare that I am not a bankrupt or an undischarged bankrupt and affirm that the above information is true and correct.

I have inspected the above mentioned Premises and wish to take a tenancy for such Premises for a period of  weeks, at a rental of \$  per week and that the rental to be paid is within my means. I undertake to pay a rental bond by EFTPOS, bank cheque or money order or as requested upon the signing of a Residential Tenancy Agreement.

#### PRIVACY POLICY

The personal information the prospective tenant provides in this application or collected from other sources is necessary for the Agent to verify the Applicant's identity, to process and evaluate the Application and to manage the tenancy. Personal information collected about the Applicant in this Application and during the course of the tenancy if the Application is successful may be disclosed for the purpose for which it was collected to other parties including to the Landlord, referees, other agents and third party operators of tenancy reference databases. Information already held on tenancy databases may also be disclosed to the Agent and/or Landlord. If the Applicant enters into a Residential Tenancy Agreement, and if the Applicant fails to comply with their obligations under that agreement, that fact and other relevant personal information collected about the Applicant during the course of the tenancy may also be disclosed to the Landlord, third party operators of tenancy reference databases and/or other agents.

If the Applicant would like to access the personal information the Agent holds, they can do so by contacting the Agent at the address and contact numbers contained in this application. The Applicant can also correct this information if it is inaccurate, incomplete or out-of-date.

If the information is not provided, the Agent may not be able to process the application and manage the tenancy.

Applicant's Signature

Date

Note: A copy of this document shall immediately after signing be delivered to the Applicant for retention.

# APPLICATION FOR TENANCY

## APPLICATION FOR TENANCY

### TENANCY HISTORY

Length of time at present address	<input type="text"/>	Weekly rent paid	\$ <input type="text"/>
Present address			
Why are you leaving this address?			
Name of present Landlord/Agent			
Landlord/Agents Phone No:			

Length of time at previous address	<input type="text"/>	Weekly rent paid	\$ <input type="text"/>
Address of previous premises rented			
Name of previous Landlord/Agent			
Landlord/Agents Phone No:			
Was the bond refunded in full?		If not, why not?	

### EMPLOYMENT HISTORY Please provide your employment details

Occupation:	Date commenced / /		
What is the nature of your employment?	FULL TIME / PART TIME / CASUAL		
Employer's name	Contact Name		
Employer's address			
Phone No:	Fax No:		
Net income: \$	Per Week	Per Fortnight	Per Month / Per Year

### Please provide your previous employment details

Occupation:	Net income: \$
Employer's name	Contact Name
Period of employment / / to / /	

### EMERGENCY CONTACT - in case of an emergency, name of friend or relative

Name	Relationship to you:
Address	
Phone: Home	Mobile

### PERSONAL REFERENCES Please provide 2 personal references (not related to you)

Referee 1 - Name	Relationship to you:
Address:	Phone:
Referee 2 - Name	Relationship to you:
Address:	Phone:

### OTHER INFORMATION

Car(s) - Registration / Model / Colour  /  /

/  /

**Pets**  Yes  No If Yes, number & breed

Council Registration Number/Microchip Number

# APPLICATION FOR TENANCY

## APPLICATION FOR TENANCY

### PAYMENT DETAILS

Initial payment must be made by EFTPOS, bank/building society/credit union cheque or money order.  
Personal cheques will not be accepted.

Rent Per Week	\$ <input type="text"/>	Rent Per Month	\$ <input type="text"/>
		Rental Bond (4 weeks rent)	\$ <input type="text"/>
		First Payment of rent in advance	\$ <input type="text"/>
		Sub Total	\$ <input type="text"/>
		Less Reservation Fee	\$ <input type="text"/>
		<b>Total amount payable</b>	<b>\$ <input type="text"/></b>

### Notes:

1. A tenant cannot be asked to pay a holding fee unless the tenant's application has been approved by the landlord and the holding fee does not exceed 1 week's rent of the residential premises.
2. If the Applicant has paid a holding fee, the landlord must not enter into a residential tenancy agreement for the residential premises with any other person within 7 days of payment of the fee (or within such further period as may be agreed with the tenant) unless the tenant notifies the landlord that the tenant no longer wishes to enter into the residential tenancy agreement.
3. A holding fee may be retained by the landlord only if the tenant enters into the residential tenancy agreement or refuses to enter into the residential tenancy agreement.
4. A holding fee must not be retained by the landlord if the tenant refuses to enter into the residential tenancy agreement because of a misrepresentation or failure to disclose a material fact by the landlord or landlord's agent.
5. If a residential tenancy agreement is entered into after the payment of a holding fee, the fee must be paid towards rent.
6. A Rental Bond must not exceed 4 weeks rent. A Rental Bond cannot be required or received prior to the execution of a Residential Tenancy Agreement.
7. A tenant cannot be required to pay more than 2 weeks rent in advance, but may elect to do so if they wish

### NOTICE TO PROSPECTIVE TENANTS

The availability of telephone lines; internet services; analogue, digital or cable television (and the adequacy of such services); are the sole responsibility of the tenant(s) and tenants should make their own enquiries as to the availability and adequacy of such services before accepting the tenancy of the property. The landlord does not warrant that any telephone plugs, antenna sockets or other such service points located in the property are serviceable, or will otherwise meet the requirements of the tenant, and tenants must rely upon their own enquiries.

This is a free service that connects all your utilities



Once we have received this application we will call you to confirm your details.

Direct Connect will make all reasonable efforts to contact you within 24 hours of the nearest working day on receipt of this Application to confirm the information on this Application and explain the details of the services offered. Direct Connect is a utility one stop connection service.

**Please tick utilities as required**

- |                                      |                                 |                                    |
|--------------------------------------|---------------------------------|------------------------------------|
| <input type="checkbox"/> Electricity | <input type="checkbox"/> Gas    | <input type="checkbox"/> Phone     |
| <input type="checkbox"/> Internet    | <input type="checkbox"/> Pay TV | <input type="checkbox"/> Insurance |

**DECLARATION AND EXECUTION:** By signing this application, I/we: consent to Direct Connect arranging for the connection and disconnection of the nominated utility services and to providing information contained in this application to utility providers for this purpose; acknowledge having been provided with terms and Conditions of Supply of Direct Connect and having read and understood them together with the Privacy Collection Notice set out below; declare that all the information contained in this application is true and correct and given of their own free will; expressly authorise Direct Connect to provide any information disclosed in this Application to a supplier or potential supplier of the Services in accordance with the Privacy Collection Notice and to obtain any information necessary in relation to the Services; expressly authorise Direct Connect to provide any information disclosed in this Application to an information provider for the purpose of that information provider disclosing it to a supplier or potential supplier of the Services in accordance with the Privacy Collection Notice and to obtain any information necessary in relation to the Services; consent to Direct Connect contacting me by telephone or by SMS in relation to the marketing or promotion of all of the services listed under the heading "Utility Connections" above even if we/I have not applied for the connection of those services in this application. This consent will continue **[for a period of 1 year from the date of our/my execution of this application/until 28] days after we/I disconnect the last of the services in respect of which this application is made**; acknowledge that this consent will permit Direct Connect to contact us/me even if the telephone numbers listed on this application form are listed on the Do Not Call Register; understand that under the requirements of the Privacy Act 1988, Direct Connect will ensure that all personal information obtained about me/us will be appropriately collected, used, disclosed and transferred and will be stored safely and protected against loss, unauthorised access, use, modification or disclosure and any other misuse; authorise the obtaining of a National Metering Identifier (NMI) for my residential address to obtain supply details; consent to Direct Connect disclosing my/our details to utility providers (including my/our NMI and telephone number); declare and undertake to be solely responsible for all amounts payable in relation to the connections and/or supply of the Services and hereby indemnify Direct Connect and its officers, servants and agents and hold them indemnified against any charges whatsoever in respect of the Services; acknowledge that, to the extent permitted by law, Direct Connect shall not be liable for any loss or damage (including consequential loss and loss of profits) to me/us or any other person or any property as a result of the provision of the services or any act or omission by the utility provider or for any loss caused by or in connection with any delay in connection, disconnection or provision of, or failure to connect or disconnect or provide, the nominated utilities; acknowledge that whilst Direct Connect is a free service I/we may be required to pay standard connection fees or deposits required by various utility providers; acknowledge that the Services will be provided according to the applicable regulations and that the time frames and terms and conditions of the nominated utility providers bind me/us and that after hours connections may incur additional service fees from utility providers; acknowledge that the real estate agent listed on this application form may receive a benefit from Direct Connect in connection with the provision of the service being provided to me/us by Direct Connect; and acknowledge the entitlement of Direct Connect and its associates, agents and contractors, to receive a fee or remuneration from the utility provider and that such fee or remuneration will not be refunded to me as a rebate in connection with the provision of the utility connection services. By signing this application form, I warrant that I am authorised to make this application and to provide the consents, acknowledgements, authorisations and other undertakings set out in this application form on behalf of all applicants listed in this application form.

**Signature**

**Date**

PO Box 1519, Box Hill, Victoria 3128. P: 1300 664 715 F:1300 664 185. [www.directconnect.com.au](http://www.directconnect.com.au)

Property Address	<input type="text"/>
Tenant Name:	<input type="text"/>
Tenants Phone:	<input type="text"/>
Lease Start Date:	<input type="text"/>

## Request for Tenancy Reference

**PLEASE SIGN & LEAVE TO BE COMPLETED BY AGENT**

Agency: \_\_\_\_\_

Tenant Name: \_\_\_\_\_

Property Rented: \_\_\_\_\_

Period of Tenancy: \_\_\_\_\_

I, \_\_\_\_\_, hereby consent to the following information to be filled out by the previous agent/landlord that I have nominated for verification and completion in an honest and truthful account of my actual tenancy there and will not hold them responsible for the outcome of my application.

**Please fax a copy of my rental ledger to Starr Partners Windsor with your reply to: (02) 45 777 518.**

➔ **Signed by applicant:** \_\_\_\_\_

Is the applicant the listed on the lease at the provided address?	Y	N	
Is the above applicant on a current lease?	Y	N	
If yes, please state end of lease date: _____			
Did your office terminate the tenancy?	Y	N	
If yes, please state the reason: _____			
What date did the tenant vacate the property: _____			
During the tenancy was the applicant ever in arrears?	Y	N	
If yes, what was the longest period behind: _____			
During the tenancy did the applicant receive a notice to remedy/breach:	Y	N	
If yes, please state the reason: _____			
During the tenancy did the applicant receive a termination notice?	Y	N	
If yes, why?: _____			
Were the periodic inspections carried out?	Y	N	
Any reason to complain over the inspections?	Y	N	
If yes, why: _____			
Were approved animals kept at the property?	Y	N	
Were unapproved pets kept at the property?	Y	N	
Were there any deductions from the bond?	Y	N	
If yes, why?: _____			
Would you rent to this applicant again?	No	Maybe	Definitely

Comments/Extras: \_\_\_\_\_

Agent Name: \_\_\_\_\_

Date: \_\_\_\_\_

Thank you,  
 Property Management Department