

# Tenancy Application Form



## IMPORTANT NOTICE TO TENANTS – YOU MUST READ THIS INFORMATION PRIOR TO COMPLETING YOUR APPLICATION FORM

- ⇒ All points of identification must be provided or your application will not be processed.
  - ⇒ All persons wishing to reside at the property must submit an application.
- ⇒ Applicants agree that the property has been inspected and accept the property in its present condition.
- ⇒ Upon acceptance of your application you will be required to pay a minimum of your first two weeks rent as a deposit. Personal cheques, cash or bank transfer will not be accepted.
- ⇒ The property will not be held for you until the application has been approved & the first two weeks rent has been paid in cleared funds.
- ⇒ In most instances we are able to process your application within 48 hours & advise you by telephone. If we are unable to contact all of your referees this process may take longer.
  - ⇒ This agency does not accept bond loans.

### IDENTIFICATION

OUR OFFICE WILL REQUIRE YOU TO PROVIDE A **MINIMUM OF 100 POINTS OF ID** FOR YOUR APPLICATION TO BE CONSIDERED AS PER THE LIST BELOW:

- Driver's License, Passport, 18+ Card, Copy of Birth Certificate ..... 50 points per item
- Copy of ATM Card, Credit Card, Phone/Electricity or Gas Account ..... 20 points per item

### PROOF OF INCOME

OUR OFFICE REQUIRES A **COPY OF ANY** OF THE FOLLOWING:

- Your last 2 payslips
- Employment Contract
- Centrelink Statement
- Letter of Parental Support (if insufficient independent income)
- Bank Statement showing current balance (Must be a full statement)

**PLEASE COMPLETE ALL PAGES & SIGNATURES ON PAGE 3 THEN RETURN TO OUR OFFICE FOR YOUR APPLICATION TO BE PROCESSED**

RENT STAR TEAM – 7/18 Kilroe Street, Milton Qld 4064

Phone: (07) 3367 1245 Fax: (07) 3367 8582

[reception@rentstar.com.au](mailto:reception@rentstar.com.au)

# Tenancy Application Form



PROPERTY ADDRESS: \_\_\_\_\_

Applicant # ____ of ____
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PROPERTY DETAILS	
Lease commencement date:	Lease term (# of months):
Rent per week:	Number & Type of pets:
Names of all adults to occupy the property:	
Names & ages of all children to occupy the property:	
PERSONAL DETAILS	
Full Name:	Date of Birth:
Home Phone:	Work Phone:
Mobile:	Email:
Veterans Affairs DVA: #	Centrelink CRN: #
Residency Status: <input type="checkbox"/> AUSTRALIAN CITIZEN <input type="checkbox"/> PERMANENT RESIDENT <input type="checkbox"/> BRIDGING VISA <input type="checkbox"/> TEMPORARY PROTECTION VISA <input type="checkbox"/> NOT A PERMANENT RESIDENT	
CURRENT ADDRESS	
Address of Property:	Name of Agent/Owner:
Agent/Owner Phone:	Agent/Owner Fax:
Period of Occupancy:	Current Lease Expiry Date:
Reason for Moving:	Rent Paid:
PREVIOUS ADDRESS	
Address of Property:	Name of Agent/Owner:
Agent/Owner Phone:	Agent/Owner Fax:
Period of Occupancy:	Rent Paid:
CURRENT OCCUPATION	
Position:	Name of Company:
Company Contact Name:	Company Contact Phone:
Length of Employment:	Annual Income (incl. tax):
Other Income Types (If appl): <input type="checkbox"/> STUDENT PAYMENT <input type="checkbox"/> SUPERANNUATION <input type="checkbox"/> PENSION <input type="checkbox"/> MAINTENANCE <input type="checkbox"/> FAMILY PAYMENTS	
Other Annual Income: \$	Other Annual Income: \$
SELF EMPLOYED	
Registered Business Name:	ABN:
Work Address:	Work Phone:
Income per week (after tax):	Length of time in business:
Name of Accountant:	Accountant Phone Number:
One Major Creditor:	Creditor Phone Number:

STUDENT	
University:	Length of Course:
Student No:	Course Name:
VEHICLE INFORMATION (IF TO BE KEPT AT THE PREMISES)	
Car Registration Number:	Car Model:
NEXT OF KIN	
Name:	Phone:
Relationship:	Email:

### RENT PAYMENT OPTIONS

- By phone or internet with all major credit cards  
(Visa/Mastercard/Bankcard 1.500% of the transaction amount)  
(Diners Club 3.770% of the transaction amount)  
(American Express 3.300% of the transaction amount)
- Customer Initiated Direct Debit  
(\$0.85 per transaction)
- Bank Cheque or Money Order



### TERMS & CONDITIONS

- \* I the applicant do solemnly & sincerely declare that the information provided is true & correct & has been supplied at my own free will.
- \*In the event that the application is successful, acceptance is communicated and the 2 weeks deposit has been paid, but I decide not to proceed, I agree that two weeks rent will be forfeited to your office. \*Upon communication of acceptance of this application by the agent, verbal or written, I agree that this tenancy shall be binding.
- \*This office is a member of TICA, a tenant default database agency. Should I vacate the property and funds are outstanding or a court order has been issued against me my details will be listed with this agency when the tenancy has ended.
- \*I understand it is Rent Star company policy that all rental payments are to be paid by the DEFT payment system which includes direct debit or credit card payments or by bank cheque or money order.
- \*I agree and accept should I become a successful tenant, Rent Star Property Management are able to take and use any photos taken throughout the tenancy, for example for advertising.
- \* I agree upon notification to Rent Star Property Management that I/we will be vacating the property, Rent Star reserves the right to conduct open for inspections prior to vacating in order to secure new tenants for the property.
- \* I authorise Rent Star Property Management to refer my name & contact details to service providers including but not limited to tradespeople (to attend to maintenance at the property), real estate salespeople, valuers & body corporate offices.
- \*I agree to being contacted via electronic and or SMS methods.
- \*I the applicant agree that the property has been inspected and accept the property in its present condition.
- \* It is agreed that acceptance of this application is subject to a satisfactory report as to the tenant's credit worthiness. I understand that you as the agent are bound by the Privacy Act and the National Privacy Principles and authority is hereby given to the agent to check credit references, employment details, previous rental references, database agencies, personal references and any other searches which may verify the information provided by me. I also authorise the agent to give information to the lessors of the property, credit providers, insurance providers, other agents, salespeople, tenancy databases including TICA, references named in this application or any other third party who would have a beneficial interest relating to a tenancy matter and understand this can include information about my tenancy, credit worthiness, credit standing, credit history or credit capacity. Once a tenancy agreement has been entered into, the tenant agrees that should they fail to comply with their obligations under the agreement, the failure to comply may be disclosed to third party operators of tenant default registry agents and/or other agents. I am aware that if information is not provided or I do not consent to the uses to which personal information is put, the Agent cannot provide me with the lease/tenancy of the premises. I am aware that you may access personal information on the contact details above.
- \* I have read, agreed to and understand all the above conditions.

TENANT NAME: \_\_\_\_\_ SIGNATURE: \_\_\_\_\_ DATE: \_\_\_\_\_



RENTAL REFERENCE – URGENT

OFFICE USE ONLY – TO BE COMPLETED BY PREVIOUS AGENT

RENTAL REFERENCE REQUEST – URGENT

AGENCY: \_\_\_\_\_ FAX NO: \_\_\_\_\_

Our Agency has received an application for tenancy. The applicant has provided your details as the current/previous Agent. Please circle the correct answer to the following questions regarding the tenant history for the tenant/s & property listed below.

TENANT NAME: \_\_\_\_\_

ADDRESS OF RENTAL PROPERTY: \_\_\_\_\_

WAS THE TENANT/S LISTED AS THE LESSEE? YES / NO

PERIOD OF OCCUPANCY (DATES) \_\_\_/\_\_\_/\_\_\_ TO \_\_\_/\_\_\_/\_\_\_

RENT PAID PER WEEK \$ \_\_\_\_\_

DURING THE TENANCY WAS THE LESSEE/S EVER IN ARREARS YES / NO

DURING THE TENANCY WERE ANY NOTICE TO REMEDIES ISSUED YES / NO

REASON \_\_\_\_\_ NUMBER OF NOTICES \_\_\_\_\_

WERE THE TENANT/S SERVED A NOTICE TO LEAVE? YES / NO

REASON \_\_\_\_\_

WERE PERIODIC INSPECTIONS CONDUCTED? YES / NO

IS/WAS YARD MAINTAINED? YES / NO ANY DAMAGE NOTED? YES / NO

WERE ANY PETS KEPT ON THE PREMISES WITHOUT PERMISSION? YES / NO

DID THE TENANTS HAVE ANY UNNECESSARY/EXCESSIVE REQUESTS FOR REPAIRS/MAINTENANCE? YES / NO

WAS THE BOND REFUNDED IN FULL YES / NO

IF NO – REASON/S \_\_\_\_\_

OTHER COMMENTS \_\_\_\_\_

WOULD YOU OR YOUR AGENCY RENT TO THEM AGAIN? YES / NO

THANK YOU FOR RESPONDING PROMPTLY TO THIS REQUEST
PLEASE FAX A FULL TENANT LEDGER
WITH THIS REQUEST TO: (07) 3367 8582