



## TENANCY APPLICATION

STARR PARTNERS WINDSOR IS A **NO CASH** OFFICE.  
ONLY BANK CHEQUES AND MONEY ORDERS WILL BE ACCEPTED FOR INITIAL TENANCY PAYMENTS.  
PLEASE MAKE CHEQUE'S PAYABLE TO: STARR PARTNERS WINDSOR PROPERTY TRUST ACCOUNT.

*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.

#### **EACH APPLICANT MUST PROVIDE A MEDICARE CARD AND/OR PASSPORT**

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) 4587 7577 Fax: (02) 4577 7518 ABN: 86 092 156 708
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33 Macquarie Street, Windsor NSW 2756  
Ph: (02) 4587 7577 Fax: (02) 4577 7518  
[www.starrpartners.com.au](http://www.starrpartners.com.au)

## Direct Debit Request Form

Request and Authority to debit the account named below to pay  
Starr Partners Windsor

### Request and Authority to debit

Your Surname or company name \_\_\_\_\_

Your Given names or ABN/ARBN \_\_\_\_\_ "you"

request and authorise **Starr Partners Windsor (ID 302816)** to arrange, through its own financial institution, a debit to your nominated account any amount **Starr Partners Windsor**, has deemed payable by *you*.

This debit or charge will be made through the Bulk Electronic Clearing System (BECS) from *your* account held at the financial institution you have nominated below and will be subject to the terms and conditions of the Direct Debit Request Service Agreement.

### Insert the name and address of financial institution at which account is held

Financial institution name \_\_\_\_\_

Address \_\_\_\_\_  
\_\_\_\_\_

### Insert details of account to be debited

Name/s on account \_\_\_\_\_

BSB number (Must be 6 Digits) |\_|\_|\_|\_|\_| - |\_|\_|\_|\_|\_|

Account number |\_|\_|\_|\_|\_|\_|\_|\_|\_|\_|\_|\_|\_|\_|\_|\_|

### Acknowledgment

By signing and/or providing us with a valid instruction in respect to your Direct Debit Request, you have understood and agreed to the terms and conditions governing the debit arrangements between you and **Starr Partners Windsor** as set out in your Residential Tenancy Agreement, this Request and in your Direct Debit Request Service Agreement.

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

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

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)

### Insert your signature and address

Signature \_\_\_\_\_ Date \_\_\_\_/\_\_\_\_/\_\_\_\_

(If signing for a company, sign and print full name and capacity for signing eg. Director)

Address \_\_\_\_\_

### Second account signatory (if required)

Signature \_\_\_\_\_ Date \_\_\_\_/\_\_\_\_/\_\_\_\_

(If signing for a company, sign and print full name and capacity for signing eg. Director)

Address \_\_\_\_\_



33 Macquarie Street, Windsor NSW 2756  
Ph: (02) 4587 7577 Fax: (02) 4577 7518  
[www.starrpartners.com.au](http://www.starrpartners.com.au)

## Direct Debit Request Service Agreement

This is your Direct Debit Service Agreement with **Starr Partners Windsor (ID 302816) ABN: 86 092 156 708**. It explains what your obligations are when undertaking a Direct Debit arrangement with us. It also details what our obligations are to you as your Direct Debit provider.

Please keep this agreement for future reference. It forms part of the terms and conditions of your Direct Debit Request (DDR) and should be read in conjunction with your DDR authorisation.

Definitions	<p><b>account</b> means the account held at <i>your financial institution</i> from which <i>we</i> are authorised to arrange for funds to be debited.</p> <p><b>agreement</b> means this Direct Debit Request Service Agreement between <i>you</i> and <i>us</i>.</p> <p><b>banking day</b> means a day other than a Saturday or a Sunday or a public holiday listed throughout Australia.</p> <p><b>debit day</b> means the day that payment by <i>you</i> to <i>us</i> is due.</p> <p><b>debit payment</b> means a particular transaction where a debit is made.</p> <p><b>direct debit request</b> means the Direct Debit Request between <i>us</i> and <i>you</i>.</p> <p><b>us</b> or <b>we</b> means <b>Starr Partners Windsor</b>, (the Debit User) <i>you</i> have authorised by requesting a <i>Direct Debit Request</i>.</p> <p><b>you</b> means the customer who has signed or authorised by other means the <i>Direct Debit Request</i>.</p> <p><b>your financial institution</b> means the financial institution nominated by <i>you</i> on the DDR at which the <i>account</i> is maintained.</p>
1. Debiting your account	<p>1.1 By signing a <i>Direct Debit Request</i> or by providing <i>us</i> with a valid instruction, <i>you</i> have authorised <i>us</i> to arrange for funds to be debited from <i>your account</i>. <i>You</i> should refer to the <i>Direct Debit Request</i> and this <i>agreement</i> for the terms of the arrangement between <i>us</i> and <i>you</i>.</p> <p>1.2 <i>We</i> will only arrange for funds to be debited from <i>your account</i> as authorised in the <i>Direct Debit Request</i>.</p> <p><i>or</i></p> <p><i>We</i> will only arrange for funds to be debited from <i>your account</i> if <i>we</i> have sent to the address nominated by <i>you</i> in the <i>Direct Debit Request</i>, a billing advice which specifies the amount payable by <i>you</i> to <i>us</i> and when it is due.</p> <p>1.3 If the <i>debit day</i> falls on a day that is not a <i>banking day</i>, <i>we</i> may direct <i>your financial institution</i> to debit <i>your account</i> on the following <i>banking day</i>. If <i>you</i> are unsure about which day <i>your account</i> has or will be debited <i>you</i> should ask <i>your financial institution</i>.</p>
2. Amendments by <i>us</i>	<p>2.1 <i>We</i> may vary any details of this <i>agreement</i> or a <i>Direct Debit Request</i> at any time by giving <i>you</i> at least fourteen <b>(14 days)</b> written notice.</p>
3. Amendments by <i>you</i>	<p>3.1 <i>You</i> may change*, stop or defer a debit payment, or terminate this agreement by providing <i>us</i> with at least fourteen <b>(14 days)</b> notification by writing to:</p> <p><b>Accounts</b> <b>Starr Partners Windsor</b> <b>33 Macquarie Street, Windsor NSW 2756</b></p> <p><i>or</i></p> <p>by telephoning <i>us</i> on <b>(02) 4587 7577</b> during business hours;</p> <p><i>or</i></p> <p>arranging it through your own financial institution, which is required to act promptly on your instructions.</p> <p>*Note: in relation to the above reference to 'change', your financial institution may 'change' your debit payment only to the extent of advising <i>us</i> <b>Starr Partners Windsor</b> your new account</p>

	details
4. <b>Your obligations</b>	<p>4.1 It is <i>your</i> responsibility to ensure that there are sufficient clear funds available in <i>your</i> account to allow a <i>debit payment</i> to be made in accordance with the <i>Direct Debit Request</i>.</p> <p>4.2 If there are insufficient clear funds in <i>your account</i> to meet a <i>debit payment</i>:</p> <p>(a) <i>you</i> may be charged a fee and/or interest by <i>your financial institution</i>;</p> <p>(b) <i>you</i> may also incur fees or charges imposed or incurred by <i>us</i>; and</p> <p>(c) <i>you</i> must arrange for the <i>debit payment</i> to be made by another method or arrange for sufficient clear funds to be in <i>your account</i> by an agreed time so that <i>we</i> can process the <i>debit payment</i>.</p> <p>4.3 <i>You</i> should check <i>your account</i> statement to verify that the amounts debited from <i>your account</i> are correct</p>
5 <b>Dispute</b>	<p>5.1 If you believe that there has been an error in debiting <i>your account</i>, <i>you</i> should notify us directly on <b>(02) 4577 7595</b> and confirm that notice in writing with us as soon as possible so that we can resolve your query more quickly. Alternatively you can take it up directly with your financial institution.</p> <p>5.2 If <i>we</i> conclude as a result of our investigations that <i>your account</i> has been incorrectly debited <i>we</i> will respond to <i>your</i> query by arranging for <i>your financial institution</i> to adjust <i>your</i> account (including interest and charges) accordingly. <i>We</i> will also notify you in writing of the amount by which <i>your account</i> has been adjusted.</p> <p>5.3 If <i>we</i> conclude as a result of our investigations that <i>your account</i> has not been incorrectly debited <i>we</i> will respond to <i>your</i> query by providing <i>you</i> with reasons and any evidence for this finding in writing.</p>
6. <b>Accounts</b>	<p><i>You</i> should check:</p> <p>(a) with <i>your financial institution</i> whether direct debiting is available from <i>your account</i> as direct debiting is not available on all accounts offered by financial institutions.</p> <p>(b) <i>your</i> account details which <i>you</i> have provided to <i>us</i> are correct by checking them against a recent <i>account</i> statement; and</p> <p>(c) with <i>your financial institution</i> before completing the <i>Direct Debit Request</i> if <i>you</i> have any queries about how to complete the <i>Direct Debit Request</i>.</p>
7. <b>Confidentiality</b>	<p>7.1 <i>We</i> will keep any information (including <i>your account</i> details) in <i>your Direct Debit Request</i> confidential. <i>We</i> will make reasonable efforts to keep any such information that <i>we</i> have about <i>you</i> secure and to ensure that any of <i>our</i> employees or agents who have access to information about <i>you</i> do not make any unauthorised use, modification, reproduction or disclosure of that information.</p> <p>7.2 <i>We</i> will only disclose information that <i>we</i> have about <i>you</i>:</p> <p>(a) to the extent specifically required by law; or</p> <p>(b) for the purposes of this <i>agreement</i> (including disclosing information in connection with any query or claim).</p>
8. <b>Notice</b>	<p>8.1 If <i>you</i> wish to notify <i>us</i> in writing about anything relating to this <i>agreement</i>, <i>you</i> should write to</p> <p><b>Accounts</b>  <b>Starr Partners Windsor</b>  <b>33 Macquarie Street, Windsor NSW 2756</b></p> <p>8.2 <i>We</i> will notify <i>you</i> by sending a notice in the ordinary post to the address <i>you</i> have given <i>us</i> in the <i>Direct Debit Request</i>.</p> <p>8.3 Any notice will be deemed to have been received on the third <i>banking</i> day after posting.</p>

## 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 <input type="text"/> / <input type="text"/> / <input type="text"/>
Full name	
Phone: Home	Mobile
Work	Fax
Email	
Driver's Licence No.	Driver's Licence State
Driver's Licence Expiry Date <input type="text"/> / <input type="text"/> / <input type="text"/>	
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

Weekly rent paid

\$

Present address

Why are you leaving this address?

Name of present Landlord/Agent

Landlord/Agents Phone No:

Length of time at previous address

Weekly rent paid

\$

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"/>
		Total amount payable	\$ <input type="text"/>

### 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.

**Request for Tenancy Reference- *IF CURRENTLY RENTING,  
 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





## PET APPLICATION & AGREEMENT

USE THIS FORM ONLY FOR PROPERTIES WHICH THE PROPERTY INVESTOR HAS INDICATED THAT PETS MAY BE ACCEPTED

If unsure please contact our agency prior to completing this application form

<b>PROPERTY DETAILS</b>	Address		
<b>PET DETAILS</b> <i>If more than 2 pets, print and complete separate Pet Agreement.</i>	<b>ITEM</b>	<b>PET 1</b>	<b>PET 2</b>
	TYPE OF PET/S		
	NAME/S		
	AGE		
	DESEXED	YES / NO	YES / NO
	COUNCIL REG #		
	DESCRIPTION		
	PHOTO PROVIDED	YES (copy for file) / NO	YES (copy for file) / NO
<b>ACKNOWLEDGEMENT</b>	<p>The tenant/s acknowledges and agrees to the following terms:</p> <ol style="list-style-type: none"><li>1. The property investor has agreed to permit pet/s at the premises as specified in the General Tenancy Agreement and this Pet Agreement.</li><li>2. Any pet other than the approved pet/s specified in the General Tenancy Agreement and this Pet Agreement must first be requested by tenant/s in writing giving full details and then be approved in writing by the property investor PRIOR to the pet/s being allowed onto the premises. Pet approval may be subject to specific criteria and must be complied with.</li><li>3. The tenant shall be liable for any damage or injury whatsoever caused by the pets on the property, whether they are tenant's pets or their guests pets and regardless of their approval status.</li><li>4. The tenant accepts full responsibility and indemnifies the property investor for any claims by or injuries to third parties or their property caused by or as result of actions by their pet/s or their guests pet/s and regardless of their approval status.</li><li>5. The tenant agrees to arrange for flea fumigation at the end of the tenancy or at a time during the tenancy as required or requested by the property investor / property investor's agent to be carried out by a company complying with Australian Standards.</li><li>6. The pet/s are to be outside at all times, unless specified otherwise in the General Tenancy Agreement or this Pet Agreement.</li></ol>		
<b>EMERGENCY PET CARER</b> The tenant provides the following information for use in the case of an emergency	Name		
	Address		
	Contact Phone Number	Contact Work Number	Contact Mobile Number
<b>PLEASE NOTE</b>	<p><b>By signing below you are only asking for approval of the above-mentioned pets to be accepted at the property for which you are applying.</b></p> <p>If approved, you are required to, at the time of signing the Tenancy Agreement and associated paperwork, sign the second part this application/agreement.</p>		
<b>SIGNATURE</b>	<b>Name</b>	<b>Signature</b>	<b>Date</b>
			/ /
			/ /
			/ /
<b>PET AGREEMENT ACKNOWLEDGEMENT</b>	The abovementioned pets have been approved by the property investor of the property stated at the top of this agreement. This agreement now forms part of the Tenancy Agreement and the tenants are now bound by the acknowledgement set out in the application above.		
<b>TENANT ACKNOWLEDGEMENT</b>	<b>Name</b>	<b>Signature</b>	<b>Date</b>
			/ /
			/ /
			/ /
<b>AGENCY ACKNOWLEDGMENT</b>	<b>Name</b>	<b>Signature</b>	<b>Date</b>
			/ /