

share tenancy application

Application Checklist

IDENTIFICATION	TICK ✓
1 x Primary ID - Driver's License, Passport, 18+Card or Copy of Birth Certificate	
1 x Secondary ID - Copy of ATM Card, Credit Card, Phone/Electricity or Gas Account	
Student ID Card or acceptance letter if applicable	
INCOME	
Centrelink Income Statement (detailed income and asset statement on mygov)	
Employment Contract	
2 x Recent Payslips	
Letter of Guarantor Agreement (if insufficient independent income)	
Bank Statement showing current balance (must be a full statement)	

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

Our student/share tenancy application outlines the following for your consideration:

- ✓ All points of identification must be provided or your application will not be processed.
- ✓ All persons over the age of 18 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 or please request Sight Unseen Agreement form.
- ✓ 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, SMS or email. If we are unable to contact all of your referees this process may take longer.
- ✓ This agency does not accept bond loans.

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

Initials: _____

share tenancy application



PROPERTY DETAILS

Property Address:

Room Number (1st Preference):	Date Inspected:
Room Number (2nd Preference):	Furnished Room: (If Applicable) <input type="checkbox"/> Yes <input type="checkbox"/> No
Lease commencement date:	Lease term (# of months):
Rent per week:	Number & Type of pets:

PERSONAL DETAILS

Full Name:	Date of Birth:
Home Phone:	Work Phone:
Mobile:	Centrelink CRN: #

Email:

Residency Status: Australian Citizen Permanent Resident Bridging Visa
 Temporary Protection Visa 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:

EDUCATION

Institution:	Campus:
Course Name:	Course Length:
Student Number:	

CURRENT OCCUPATION

Position:	Name of Company:
Company Contact Name:	Company Contact Phone:
Length of Employment:	Annual Income (incl. tax):

Other Income Types (If appl): Student Payment Superannuation
 Maintenance Family Payments

Other Annual Income: \$

Other Annual Income: \$

Initials: _____

share tenancy application



VEHICLE INFORMATION (IF TO BE KEPT AT THE PREMISES)

Car Registration Number:

Car Model:

Car Registration Number:

Car Model:

NEXT OF KIN

Name:

Phone:

Relationship:

Email:

Name:

Phone:

Relationship:

Email:

WHY IS THIS PROPERTY RIGHT FOR YOU OR ANY SPECIAL COMMENTS/NOTES:

Initials: _____

student/share house rules



Resident and Guest Behaviour - Residents and their guests must not interfere with the reasonable peace, comfort and privacy of other residents. Abusive language, excessive noise, parties and other anti-social behaviour will not be tolerated. Residents must always maintain a reasonable standard of dress in consideration of other residents. Entry into other residents rooms without their consent will not be tolerated. Any tenant disputes must be reported to Rent Star Property Management who will attempt to resolve the dispute before passing it on to the relevant authorities if necessary.

Maintenance of Rooms - Residents must maintain their rooms in a neat and tidy manner that does not interfere with the reasonable comfort of other residents, and in a way that does not create a fire or health hazard. Residents must not intentionally or recklessly damage or destroy any part of their rooms including the furniture or a facility in their rooms. Sheets and mattress protectors must be used on the beds at all times. Residents are not permitted to affix any items to any walls ie; hooks, sticky tape, blu-tak etc. Any damage caused as a result of fixtures placed on walls will result in charges at the end of your tenancy for repairs. Furniture provided at the commencement of the tenancy must remain inside the room for the duration of the tenancy. Permanent removal or storage in the common areas without Rent Star consent will be considered a breach of the tenancy.

Smoke Alarms - Residents are responsible for the smoke alarm in their rooms. You may not tamper with touch or remove the batteries or any other part of the smoke alarm. If your neglect results in maintenance of the alarm being required or the Fire Services having to attend at the property due to a false alarm, you will be made to pay the costs.

Common Areas - Common areas are areas shared by all residents. The residents must make sure they and their guests leave common areas neat, clean and tidy after using them. No clothes or other personal items are to be left in the common areas for a short time frame or permanently, as this interferes with other residents use of these areas. Any items to be stored permanently in the common areas must be approved by Rent Star Property Management or they will be removed and disposed of. It is the responsibility of all residents to keep common areas neat and tidy at all times, please do your part to ensure the property remains a clean and sanitary environment.

Guests - Residents must ensure their guests are aware of and follow the house rules at all times. Guest visiting hours are strictly 9am to 10pm and must be accompanied by a resident at all times. Guests are not permitted to stay overnight under any circumstances and any non-resident including family members found to be in the property unaccompanied should be asked to leave immediately. If guests including family members are found to be residing at the premises overnight the host resident will be fined \$100 per day until the guest/s have vacated the premises. Guests are prohibited from entering the rooms of residents other than their host and residents are responsible for the conduct of their visitors including payment for any damage or breakage that may occur.

Door Locks and Keys - Residents must not tamper with (or change) a door lock on the premises, or make copies of keys without the permission of the provider/agent. Residents that lose their room key will be charged a replacement fee of \$30 per key. If you are locked out or have lost your keys Rent Star Property Management cannot guarantee a key will be available from our office for replacement. If you require a call out from Rent Star during office hours a fee of \$55+GST will be payable onsite or \$110+GST out of office hours. Rent Star cannot guarantee a representative from our office will be available to attend & therefor recommend contacting a locksmith at your own cost. Residents must not give their room key to visitors to use.

Animals - Residents must not keep an animal on the premises at any time. This includes short term stays. ANIMALS ARE STRICTLY PROHIBITED.

Initials: _____

student/share house rules



Smoking & Fire Safety - Residents must not smoke cigarettes, cigars or any other substance inside the unit or on the balcony. To ensure the health and comfort of other residents is not adversely affected by smoke; all smoking is to occur outside of the property and at least 10 meters from the exterior of the building. Cigarette butts must be disposed of in a rubbish receptacle and not left any containers or on the grounds of the external of the property. Burning candles, oil burners and/or incense are prohibited at all times. This is for the safety & comfort of all guests.

Alcohol & Illegal Drugs - Absolutely no usage of drugs or other illegal substances are permitted in the property. Alcohol consumption is to be kept a minimum and drunk and disorderly conduct will not be tolerated. Illegal substances will not be tolerated and will grounds for immediate eviction and will also be reported to the police.

Noise - Residents and/or their guests must keep noise to a minimum between 11pm and 7am. Residents must keep their TV's and radio's at an acceptable level at all times as not to disturb other residents.

Repairs & Maintenance - All repairs & maintenance must be reported immediately to Rent Star Property Management. In an emergency please contact the after hours number: 07 3367 1245. Any damage to the property must also be reported immediately to Rent Star Property Management. Residents will be responsible for the cost of repairs of any damage caused to the property by that resident.

Rubbish Removal - Residents at all times must: protect garbage deposited in the authorised bins against attraction of flies, by wrapping the garbage in garbage bags or other suitable material; ensure the health, hygiene, and comfort of other residents is not adversely affected by the disposal or build up of garbage; and comply with all local government laws about disposal of garbage. All wheelie bins must remain inside the grounds of the property and only placed on the curbside for Brisbane City Council Collection. Once the rubbish has been collected the wheelie bins are to be returned on the same day onto the confines of the property.

Electronic Appliances - Any electronic appliances including but not limited to fridges, TV's, DVD's and portable air-conditioning units must not be permanently stored in residents rooms or the common areas, without prior written approval from Rent Star Property Management. If applicable extra costs will be payable for the electricity consumption of these appliances.

Security & Safety - Residents must at all times observe and comply with the security arrangements put in place by the agent/owner. For example residents must ensure that all entry doors are left secure after entry or exit from the property. Residents are not permitted on the roof of the property at any time.

Food Storage & Consumption - Residents must at all times store all food items in their allocated kitchen cupboard and or fridge zone. It is the individual residents responsibility to keep their food areas clean. At no time are food items to be stored or consumed in residents rooms. All dishes, cutlery, cooking implements will be cleaned & put away immediately after use.

Cleaning Roster - To prevent cleaning disputes arising between tenants the property a cleaning roster has been implemented. All residents must complete the allocated duties each week as per the cleaning roster. Any resident not performing their weekly duties can be reported to Rent Star Property Management who will then take the necessary action against the offending tenant/s.

Initials: _____

student/share house rules



Parking - Residents must not park a vehicle, or allow a vehicle to stand on common property; or permit a guest to park a vehicle, or allow a vehicle to stand on common property, except for the designated visitor parking which must remain available at all times for the sole use of visitors vehicles.

General Housekeeping - You are responsible for keeping the property clean and tidy at all times this includes both your room and the common areas. All kitchen and bathroom surfaces should be cleaned immediately after use. Bathrooms must be left free of excess water on the floor & vanity areas. If in the event the common areas are not kept clean, Rent Star Property Management will notify all residents outlining the cleaning items that need to be rectified and provide the residents with the opportunity to attend to the cleaning.

After 7 days, Rent Star Property Management will re-inspect the property and if the cleaning has not been completed, a professional cleaner will be engaged, and the cost of the cleaning will be divided equally between all residents. Fittings at the property including but not limited to taps, lights, TV, radio & computers must be turned off when not in use. All furniture and inclusions must remain as they are and not removed at any time.

Vacating Process - Two weeks notice is required in writing to vacate your room. This written notice is required to be submitted on a form R13. If you have carpet and a mattress in your bedroom you will be required to have it professionally cleaned upon vacating with a receipt provided to Rent Star Property Management. There will also be an approximate \$25 fee for the replacement of a mattress protector.

Breaches of House Rules - If a resident is continually dis-regarding the house rules and/or cleaning roster we ask residents to please report this offender to Rent Star Property Management. The house rules are in place to ensure the property is a pleasant place to live for all residents. If information and supporting evidence is received by our office, action will be taken against this offender and if necessary termination of their tenancy.

House Rule Changes - These House Rules and Conditions are made in accordance with the Residential Services (Accommodation) Act 2002.

rent payment options

- By phone or internet with all major credit cards
(Visa/Mastercard/Bankcard 1.5% of the transaction amount)
(Diners Club 3.770% of the transaction amount)
(American Express 3.3% of the transaction amount)
- Customer Initiated Direct Debit via DEFT
(\$0.85 per transaction)
- Bank Cheque or Money Order

Initials: _____

guarantor letter



GUARANTEE TO: The Property Owner, c/- Rent Star Property Management

I/We (insert Guarantor's name)

Confirm that we are (insert relationship e.g. parents)

of the Applicant(s) name(s)

1. In the event of the property owner agreeing to lease the said property to the Applicants, we the persons named as Guarantors hereby jointly and severally guarantee to the property owner the due performance, observance and fulfillment by the Applicant/Tenant of the terms, provisions and conditions in the said Tenancy Agreement.
2. As Guarantors we hereby jointly and severally indemnify and agree to keep indemnified the property owner from and against all damages and all costs, losses and expenses which the property owner may suffer or incur consequent upon or arising directly or indirectly out of any breach or non-observance by the Tenant(s) of any of the terms, provisions or conditions in the Tenancy Agreement.
3. This guarantee shall continue to remain in full force and effect until the due performance observance and fulfillment by the Tenant of all the terms, provisions and conditions on the part of the tenant to be performed, observed and fulfilled in accordance with the Tenancy Agreement.

This agreement has been executed by the Guarantor(s) on the

Guarantor Details

GUARANTOR #1

Full Name:

Contact Number:

Mobile:

Email:

Address:

Signature: _____ Date: _____

GUARANTOR #2

Full Name:

Contact Number:

Mobile:

Email:

Address:

Signature: _____ Date: _____

To confirm this agreement, please include a copy of Guarantor's identification.

Initials: _____

share tenancy application



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.
- I agree to abide by the House Rules
- 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 authorise for funds to be deducted from my credit card details when supplied.
- 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: _____

once complete return:

Office 7/18 Kilroe Street, Milton QLD 4064

Email leasing@rentstar.com.au

Fax (07) 3367 8582