

RESIDENTIAL TENANCY APPLICATION



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A. PROPERTY DETAILS

1. What is the address of the property you would like to rent?

Postcode _____

2. Rental amount \$ _____ 3. Bond _____ 4. Term: 6 mths / 12mths please circle 4a. Lease commencement date? _____

4b. No. of Adults

4c. We request the landlord's permission to keep a pet, as detailed below, on the premises.

Breed: _____ Size: Small/Medium/ Large (please circle) Weight: _____
Colour: _____ Puppy/ Teenager/ Adult/ Elderly (please circle)

B. PERSONAL DETAILS (APPLICANT 1)

5. Please give us your details

Title: _____ Surname: _____

Given Name/s _____

Driver's licence No. _____ State _____

Expiry date: _____

Car Make &Model: _____

Passport no./Country _____

Pension type (if applicable) _____

6. Please provide your contact details

Home phone no. _____

Mobile phone no. _____

Work phone no. _____

Email address _____

7. What is your current address?

Postcode _____

C. EMPLOYMENT DETAILS (APPLICANT 1)

8. Please provide your employment details

What is the nature of your employment?
(Full time/ Part time/ Casual) _____

Length of Employment: _____

Employer's name (inc. accountant if self-employed or institution if student)

Employer's address (if student provide student No and course ID)

Postcode _____

Contact name _____ Phone no. _____

Weekly Income
\$ _____ If Student source of income _____
(Last 3 Payslips or Last Centrelink/Income Statement ESSENTIAL)

9. Please provide your previous employment details

Employer's name: _____

Length of employment: _____ Net Income
_____ Year _____ Months _____

B. PERSONAL DETAILS (APPLICANT 2)

5. Please give us your details

Title: _____ Surname: _____

Given Name/s _____

Driver's licence No. _____ State _____

Expiry date: _____

Car Make &Model: _____

Passport no./Country _____

Pension type (if applicable) _____

6. Please provide your contact details

Home phone no. _____

Mobile phone no. _____

Work phone no. _____

Email address _____

7. What is your current address?

Postcode _____

C. EMPLOYMENT DETAILS (APPLICANT 2)

8. Please provide your employment details

What is the nature of your employment?
(Full time/ Part time/ Casual) _____

Length of Employment: _____

Employer's name (inc. accountant if self-employed or institution if student)

Employer's address (if student provide student No and course ID)

Postcode _____

Contact name _____ Phone no. _____

Weekly Income
\$ _____ If Student source of income _____
(Last 3 Payslips or Last Centrelink/Income Statement ESSENTIAL)

9. Please provide your previous employment details

Employer's name: _____

Length of employment: _____ Net Income
_____ Year _____ Months _____

D. IF YOU ARE SELF EMPLOYED (APPLICANT 1)

Name of business: _____
ABN: _____
Industry: _____
Address: _____
Personal Net Income/Week: _____
Name of Accountant: _____
Contact Number: _____
Period in which business has been in operation: _____

E. IF YOU RECEIVE A CENTRELINK PAYMENT (APPLICANT 1)

Type of Payment: _____
Customer Reference Number (CRN): _____
Please provide a photocopy of your last 3 statements

F. RENTAL HISTORY (APPLICANT 1)**CURRENT LANDLORD/AGENT**

Name: _____
Contact Number: _____
Rent paid per week: _____ Period of time rented: _____

PREVIOUS LANDLORD/AGENT

Name: _____
Contact Number: _____

RENTAL PROPERTY: _____

Rent paid per week: _____ Period of time rented: _____

G. REFERENCES (Applicant 1)

- 1) One Business reference
- 2) One personal reference
- 3) One reference from a relative

1) Business Reference

Name: _____
Address: _____

_____ Postcode _____

Work Phone: _____ Mob: _____ Work _____

Period of time known: _____

2) Personal Reference

Name: _____
Address: _____

_____ Postcode _____

Work Phone: _____ Mobile: _____

Relationship _____

Period of time known: _____

D. IF YOU ARE SELF EMPLOYED (APPLICANT 2)

Name of business: _____
ABN: _____
Industry: _____
Address: _____
Personal Net Income/Week: _____
Name of Accountant: _____
Contact Number: _____
Period in which business has been in operation: _____

E. IF YOU RECEIVE A CENTRELINK PAYMENT (APPLICANT 2)

Type of Payment: _____
Customer Reference Number (CRN): _____
Please provide a photocopy of your last 3 statements

F. RENTAL HISTORY (APPLICANT 2)**CURRENT LANDLORD/AGENT**

Name: _____
Contact Number: _____
Rent paid per week: _____ Period of time rented: _____

PREVIOUS LANDLORD/AGENT

Name: _____
Contact Number: _____

RENTAL PROPERTY: _____

Rent paid per week: _____ Period of time rented: _____

G. REFERENCES (Applicant 2)

- 1) One Business reference
- 2) One personal reference
- 3) One reference from a relative

1) Business Reference

Name: _____
Address: _____

_____ Postcode _____

Work Phone: _____ Mob: _____ Work _____

Period of time known: _____

2) Personal Reference

Name: _____
Address: _____

_____ Postcode _____

Work Phone: _____ Mobile: _____

Relationship _____

Period of time known: _____

H. NEXT OF KIN - NOT living with you (Applicant 1)

Name: _____

Address: _____

Work Phone: _____

Mobile Number: _____

Relationship: _____

Period of time known: _____

H. NEXT OF KIN - NOT living with you (Applicant 2)

Name: _____

Address: _____

Work Phone: _____

Mobile Number: _____

Relationship: _____

Period of time known: _____

I. IDENTIFICATION CHECKLIST**IMPORTANT** - To consider your application, we **REQUIRE** you to:

- COMPLETELY FILL IN AND SIGN THE APPLICATION FORM with all the relevant information and reference details, and all persons wishing to reside clearly indicated.
- Read and sign the **Privacy Act** acknowledgement form.
- Provide proof of income
- Provide 100 points of identification (from each category from the list below)

WE CAN NOT PROCESS THIS FORM UNTIL ALL PARTS HAVE BEEN FULLY COMPLETED

<u>Category</u>	<u>Identification Required per Applicant</u>	<u>Point Value</u>
1 <input type="checkbox"/>	Current Driver's Licence - with photo	40 Points
1 <input type="checkbox"/>	Proof of Age - with photo	40 Points
1 <input type="checkbox"/>	Passport (only if non-Australian Resident)	40 Points
1 <input type="checkbox"/>	Latest Electricity or Gas Account (with address)	40 Points
1 <input type="checkbox"/>	Latest Telephone Account (land line only)	40 Points
2 <input type="checkbox"/>	Tertiary Education ID Card - with photo	30 Points
2 <input type="checkbox"/>	Current Vehicle Registration Notice	30 Points
2 <input type="checkbox"/>	Passport (Australian Resident)	20 Points
3 <input type="checkbox"/>	Medicare Card	10 Points
3 <input type="checkbox"/>	Citizenship Certificate	10 Points
3 <input type="checkbox"/>	Birth Certificate	10 Points
3 <input type="checkbox"/>	Debit/Credit Card	10 Points

J. UTILITY CONNECTIONS**connectnow.**

We get things sorted.

Moving made easier

PH: 1300 554 323 | Fax: 1300 889 598
info@connectnow.com.au | www.connectnow.com.au

Connectnow makes moving easier for you by sorting your essential home moving needs quickly and easily in one simple phone call. Our services include electricity, gas, internet, pay TV, home phone connections and much more. Plus, our home moving service is free – it's our way of ensuring your move is as seamless as possible. We'll attempt to contact you within 1 working day of receiving this application to provide you with our connection service. If you don't hear from us, please call 1300 554 323 to ensure your services are connected.

PRIVACY CONSENT AND TERMS. By signing this form you consent and agree to the following:

Connect Now Pty Ltd (ABN 79 097 398 662) ("connectnow") will collect, use and disclose your personal information to contact you (including electronically) about providing moving, connection and disconnection services and to inform you about products and services offered by its related companies and third-party suppliers. These other companies may also use your details to contact you directly about their products and services. See connectnow's [Privacy Policy](#) for further details, including your rights to access and correct the information held about you at connectnow.com.au. Third-party service providers (who may transfer your data overseas) may have their own Privacy Policy, which you can request from them. You consent to connectnow continuing to market to you unless you opt out, including by emailing info@connectnow.com.au. To the extent permitted by law and except where expressly guaranteed, connectnow are not responsible or liable for delayed or failed connections or the service providers' connection charges, which you must pay to them directly. Connectnow may receive commissions or fees from your selected retailer(s), and your real estate agent may also receive commissions or fees from connectnow, in each case for arranging provision of the requested services. The value of commissions or fees may vary from time to time and may differ depending on which retailer is selected. If you nominate an alternative contact person on this application, you authorise them to act on your behalf to arrange moving, connection and disconnection services, including accepting third-party terms. You warrant that you are authorised to make this application on behalf of all applicants and alternative contact persons listed and that each person has consented and agreed to the handling of their personal information on the same terms as you have.

☐ **Yes, I accept the Terms. Please call me to connect my new home services**

Applicant 1 Signed: _____ Date / / Applicant 2 Signed: _____ Date / /

PM ID:

K. DECLARATION

I hereby offer to rent the property from the owner under a lease to be prepared by the Agent. Should this application be accepted by the landlord I agree to enter into a Residential Tenancy Agreement. I acknowledge that this application is subject to the approval of the owner/landlord. I declare that all information contained in this application (including the reverse side) is true and correct and given of my own free will. I declare that I have inspected the premises and am not bankrupt.

I Authorise the Agent to obtain personal Information from:

- (a) The owner or the Agent of my current or previous residence;
- (b) My personal referees and employer/s;
- (c) Any record listing or database of defaults by tenants such as NTD, TICA or TRA for the purpose of checking your tenancy history;

I am aware that I may access my personal information by contacting -

- NTD: 1300 563 826
- TICA: 1902 220 346
- TRA: (02) 9363 9244

If I default under a rental agreement, I agree that the Agent may disclose details of any such default to a tenancy default database, and to agents/landlords of properties I may apply for in the future.

I am aware that the Agent will use and disclose my personal information in order to:

- (a) communicate with the owner and select a tenant
- (b) prepare lease/tenancy documents
- (c) allow tradespeople or equivalent organisations to contact me
- (d) lodge/claim/transfer to/from a Bond Authority
- (e) refer to Tribunals/Courts & Statutory Authorities (where applicable)
- (f) refer to collection agents/lawyers (where applicable)
- (g) complete a credit check with NTD (National Tenancies Database)
- (h) transfer water account details into my name

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 have read, understood and agree to the Tenant Privacy Statement set out in sections L. & M.

Signature (Applicant 1)

Date

Signature (Applicant 2)

Date

NATIONAL TENANCY DATABASE

Please note, this document is available (in part) on the NTD website and should be included in the application form if applicable –NTD may update the Disclosure Statement from time to time and this should be monitored

You can contact National Tenancy Database and ask for access to any of your personal information stored on the database by writing to us at:

Postal Address: GPO Box 13294, George Street, Brisbane QLD 4003
Email: info@ntd.net.au
Fax: (07) 3009 0619
Telephone: 1300 563 826

For further information about NTD and NTD's Privacy Policy, visit the website: www.ntd.net.au

Please note, when requesting a copy of the personal information the NTD hold about you, proof of identity will be required e.g. Australian drivers licence, passport etc.

NTD collects the following information in accordance with the APPS for the purpose of operating a tenancy database for risk management and risk assessment purposes and for identity verification.

Generally, this information is collected from our members.

- Full name, date of birth, gender, driver's licence number and occupation;
- Current and previous residential addresses;
- Contact details (phone, fax and email);
- Details of rental history.

Generally, personal information is used and disclosed for the purposes for which it was collected. The purposes for which NTD collects your personal information are:

- Provision of a database for the use of property managers and real estate agents for risk assessment and risk management purposes.
- Provision of information to third parties with regard to your tenancy including but not limited to your landlord, your landlord's mortgagee or insurer, residential tenancy tribunals and courts, rent bond boards, mercantile agents, related corporate entities, Government agencies and departments and, in the case of commercial leases, to credit bureaus.

In addition, there may be circumstances where NTD is required or authorised by law to disclose your personal information e.g. to an Ombudsman, tribunal, court, law enforcement agency or government department.

If your personal information is not provided to NTD, the real estate agent/property manager will not be able to carry out their professional responsibilities and may not be able to provide you with a lease/tenancy of the premises.

Signature (Applicant 1)

Date

Signature (Applicant 2)

Date

M. OFFICE USE ONLY

Property: _____ Bond: \$ _____ Rent: \$ _____ PW/PCM

Possession: _____ Landlord: _____

Rent due date: _____ Term of lease: _____

Inspection and rent review date: _____

Special Clauses: _____

NTD and public record check: Y / N

Enter into Rest: Y / N

UPDATE TENANT DETAILS / ENTER SMOKE ALARM SERVICE ONLINE: Y / N

Costs to Owner:

Form 3
Residential Tenancies Act 1997
Section 29C

1. Discrimination is treating, or proposing to treat someone, unfavorably because of a personal attribute. Discrimination is also imposing an unreasonable requirement, condition, practice that disadvantages person with that attribute.

2. In Victoria it is unlawful to discriminate against someone in relation to certain personal attributes. This means that residential rental providers (rental providers) and real estate agents cannot refuse you accommodation or discriminate against you during your tenancy on the basis of your personal attributes protected by law. The following is a list of some protected attributes that are sometimes discriminated against in the rental market -

- age;
- disability (including physical, sensory, intellectual disability and mental illness);
- employment activity;
- expunged homosexual conviction;
- gender identity;
- industry activity (including union activity);
- marital status;
- parental status or status as a carer;
- physical features;
- political belief or activity;
- pregnancy or breastfeeding;
- race;
- religious belief or activity;
- lawful sexual activity or sexual orientation;
- sex or intersex status;
- association with someone with these personal attributes

3. These personal attributes are protected by law and extend to agreements under the **Residential Tenancies Act 1997** (the Act). It is against the law for a rental provider to treat you unfavorably or discriminate against you because of these personal attributes when you are applying for a rental property, occupying a rental property or leaving a rental property.

4. Discrimination on the basis of any of these personal attributes may contravene Victorian laws including the Act, the **Equal Opportunity Act 2010** (Equal Opportunity Act), and a range of Commonwealth Acts including the Age Discrimination Act 2004, the Disability Discrimination Act 1992, the Racial Discrimination Act 1975 and the Sex Discrimination Act 1984.

5. In some limited circumstances, discrimination may not be unlawful, including accommodation provided for children, shared family accommodation, and student accommodation. For example a Community Housing provider who is funded to provide youth housing may positively discriminate to provide accommodation for a young person. For more information contact the Victorian Equal Opportunity and Human Rights Commission (VEOHRC).

6. Scenarios and examples of unlawful discrimination in applying for a property

- Refusing or not accepting your application because you have children, unless the premises is unsuitable for occupation by children due to its design or location.
- Processing your application differently to other applicants and not giving your application to the rental provider because you have a disability or because of your race.
- Offering you the property on different terms by requiring more bond or requiring you to have a guarantor because of your age.
- Refusing to provide accommodation because you have an assistance dog.

7. Scenarios and example of unlawful discrimination when occupying or leaving a property

- Refusing to agree to you assigning your lease to someone else because of that person's personal attributes.
- Refusing to allow you to make reasonable alterations or modifications to the property to meet your needs if you have a disability
- Extending or renewing your agreement on less favorable terms than your original agreement based on your personal attributes (e.g. due to a disability)
- Issuing you with a notice to vacate based on your protected attributes

The examples listed and similar actions could contravene the Act, the Equal Opportunity, or the Commonwealth Acts.

8. Getting Help

If a rental provider or real estate agent has unlawfully discriminated against you and you have suffered loss as a result, you may apply to VCAT for an order for compensation under section 210AA of the Act. VCAT may be contacted online vcat.vic.gov.au/ or by calling **1300 792 228**.

9. If you would like advice on unlawful discrimination in relation to an application to rent or an existing agreement you may call Victorian Legal Aid on **1300 792 387**.

10. If you feel you have been unlawfully discriminated against when applying to rent, or once you have occupied the property, you or someone on your behalf may make a complaint to VEOHRC at humanrightscommission.vic.gov.au/ or by calling **1300 292 153**