

Residential tenancy application

Important information

Please read this before completing the *Residential tenancy application form*.

Note: Enter text in spaces provided only. This form will be invalid if you remove or change any questions or other text.

Information for landlords and applicants

- This form is designed to help the landlord or real estate agent choose who will rent the nominated premises.
- This form is not, nor does it form any part of, a tenancy agreement. The rights and obligations of tenants and landlord are governed by the *Residential Tenancies Act 1997*.
- Applicants must be considered in accordance with the *Equal Opportunity Act 1995*. There must be no discrimination based on: age, sex, marital, parental or carer status, pregnancy, sexual orientation, disabilities, physical features, race, religious, political or industrial activities or beliefs or personal association with someone else who may be treated unfairly on the basis of any of the above.
- No fees can be charged for this application.
- Information supplied on this form is strictly confidential. Landlords/agents may use it to perform a rental history check but cannot provide it to any third party unless they have written approval from the applicant.
- If this application is unsuccessful, this form and any copies will be destroyed.
- If you need help with this application, call the Consumer Affairs Victoria Helpline on 1300 55 81 81 or visit consumer.vic.gov.au/renting

Information for applicants

- Each prospective tenant should complete a *Residential tenancy application form*.
- You should contact the landlord/agent two business days after lodging your application to see if you were successful.
- If the application is successful, you will be required to:
 - produce a driver's licence or passport for identification purposes
 - pay one month's rent in advance
 - pay the bond amount listed on this form
 - complete a *Residential tenancy agreement and Condition report*.
- The landlord is responsible for giving the relevant water corporation your details for billing purposes. It is your responsibility to have all other services (such as telephone, gas and electricity) connected in your name, to coincide with your date of occupation.
- It is also your responsibility to insure your possessions. The landlord's insurance policy does not cover your possessions. Telephone Interpreter Service

If you have difficulty understanding English, contact the Translating and Interpreting Service (TIS) on 131 450

(for the cost of a local call) and ask to be put through to an Information Officer at Consumer Affairs Victoria on 1300 55 81 81.

Arabic

إذا كان لديك صعوبة في فهم اللغة الإنكليزية، اتصل بخدمة الترجمة التحريرية والشفوية (TIS) على الرقم 131 450 (بكلية مكالمات محلية) واطلب أن يوصلوك بموظف معلومات في دائرة شؤون المستهلك في فكتوريا على الرقم 1300 55 81 81.

Turkish İngilizce anlamakta güçlük çekiyorsanız, 131 450'den (şehir içi konuşma ücretine) Yazılı ve Sözlü Tercümanlık Servisini (TIS) arayarak 1300 55 81 81 numaralı telefondan Victoria Tüketici İşleri'ni aramalarını ve sizi bir Danışma Memuru ile görüşturmelerini isteyiniz.

Vietnamese Nếu quý vị không hiểu tiếng Anh, xin liên lạc với Dịch Vụ Thông Phiên Dịch (TIS) qua số 131 450 (với giá biểu của cú gọi địa phương) và yêu cầu được nối đường dây tới một Nhân Viên Thông Tin tại Bộ Tiêu Thiụ Sự Vụ Vụ Victoria (Consumer Affairs Victoria) qua số 1300 55 81 81.

Somali Haddii aad dhibaato ku qabto fahmida Ingiriiska, La xiriir Adeega Tarjumida iyo Afcelinta (TIS) telefoonka 131 450 (qiimaha meesha aad joogto) weydiisuna in lagugu xiro Sarkaalka Macluumaadka ee Arrimaha Macmiilaha Fiktooriya tel: 1300 55 81 81.

Chinese 如果您聽不大懂英語，請打電話給口譯和筆譯服務處，電話：131 450 (祇花費一個普通電話費)，讓他們幫您接通維多利亞消費者事務處 (Consumer Affairs Victoria) 的信息官員，電話：1300 55 81 81。

Serbian Ако вам је тешко да разумете енглески, назовите Службу преводилаца и тумача (Translating and Interpreting Service - TIS) на 131 450 (по цену локалног позива) и замолите их да вас повежу са Службеником за информације (Information Officer) у Викторијској Служби за потрошачка питања (Consumer Affairs Victoria) на 1300 55 81 81.

Amharic እንግሊዘኛ ቋንቋ ለመረዳት ችግር ካለብዎ የአስተርጓሚ አገልግሎት (TIS) በስልክ ቁጥር 131 450 (በከተባበረ ጥሪ ሂሳብ) በመደወል በቪ.ክቶሪያ ደንበኞች ጉዳይ ጽ/ቤት በስልክ ቁጥር 1300 55 81 81 ደውሎ ከመረጃ አቅራቢ ሠራተኞች ጋር አገዳያዊ ጥያቄዎ መጠየቅ።

Dari

اگر شما مشکل دانستن زبان انگلیسی دارید، با اداره خدمات ترجمانی تحریری وشفاهی (TIS) به شماره ۱۳۱ ۴۵۰ به قیمت مخابره محلی تماس بگیرید. وبخواهید که شما را به کارمند معلومات دفتر امور مراجعین ویکتوریا به شماره ۱۳۰۰ ۵۵ ۸۱ ۸۱ ارتباط دهد.

Croatian Ako ne razumijete dovoljno engleski, nazovite Službu tumača i prevoditelja (TIS) na 131 450 (po cijeni mjesnog poziva) i zamolite da vas spoje sdjelatnikom za obavijesti u Consumer Affairs Victoria na 1300 55 81 81.

Greek Αν έχετε δυσκολίες στην κατανόηση της αγγλικής γλώσσας, επικοινωνήστε με την Υπηρεσία Μετάφρασης και Διερμηνείας (TIS) στο 131 450 (με το κόστος μιας τοπικής κλήσης) και ζητήστε να σας συνδέσουν με έναν Υπάλληλο Πληροφοριών στην Υπηρεσία Προστασίας Καταναλωτών Βικτώριας (Consumer Affairs Victoria) στον αριθμό 1300 55 81 81.

Italian Se avete difficoltà a comprendere l'inglese, contattate il servizio interpreti e traduttori, cioè il "Translating and Interpreting Service" (TIS) al 131 450 (per il costo di una chiamata locale), e chiedete di essere messi in comunicazione con un operatore addetto alle informazioni del dipartimento "Consumer Affairs Victoria" al numero 1300 55 81 81.

Information about renting is available in 24 languages at consumer.vic.gov.au/languages.

Residential tenancy application

Please note: We are unable to process applications unless the renter has inspected the property, completed the application form in full, provided copies of identification and accepted the terms and conditions in the space provided on the last page.

Note: Every adult applying for this property must individually complete a separate application.

RENTAL PROPERTY DETAILS

Address:			
Property rental amount (\$):			
Preferred commencement:	/	/	:
Preferred lease term:			

NUMBER OF PEOPLE TO OCCUPY THE PROPERTY

Adults Children Ages of children (if applicable)

Pets Yes No Number of Pets

Type / Breed/s Council Registration Number/s

Applicant details

Full name:

Current address:

Home Phone Mobile Phone

Email Address Date of Birth

Drivers Licence No. Licence Expiry Licence State

How long at this address? Year Months

At your current address, are you the? Owner Renter Other

Reason for leaving current address:

Name of current landlord/agent:

Agency Contact Name Ph

Previous address:

How long at this address? Year Months

At your current address, are you the? Owner Renter Other

Reason for leaving current address:

Name of current landlord/agent:

Agency Contact
Agency Contact Name Ph

IDENTIFICATION

Please provide 100 points of identification and attach to this application. **Original ID must be sighted by our office at/ prior to signing the rental agreement.**

One form of photo ID and current address must be provided. Please select from the list below:

- Current Driver Licence 25 points
- Current Passport 25 points
- Proof of Age/Student ID/Working with Children/Concession/Pension card 25 points
- Medicare care 20 points
- Agent copy of rental ledger 20 points
- Employment Payslip 20 points
- Current Utility or Phone account 20 points

Income verification

- Two most recent payslips
- Centrelink statement
- Bank statement confirming income payments

Student Applicant - Complete section below

Institution Name

Institution Address

Course Name

Campus Contact & Phone

Employment details

Occupation (Please tick) Full Time Part Time Casual

Employer Contact Name

Employer Address Office Phone

Length of Employment Years Months Net Monthly Income

Previous Employer Previous Occupation

Employer Address Office Phone

Length of Employment Years Months Net Monthly Income

PLEASE PROVIDE DETAILS OF ANY ADDITIONAL INCOME / CENTRELINK PAYMENTS

Amount \$ Per fortnight Source of additional income

Contacts / References

PLEASE PROVIDE A PROFESSIONAL CHARACTER REFERENCE

Full Name Relationship to you

Phone Number Email Address

PLEASE PROVIDE A PERSONAL CHARACTER REFERENCE

Full Name Relationship to you

Phone Number

PLEASE PROVIDE NEXT OF KIN DETAILS THAT WE MAY CONTACT IN CASE OF EMERGENCY

Full Name Relationship to you

Phone Number

ACCEPTANCE OF TERMS

I declare that:

- I have inspected the premises
- The information I have provided in my application is complete and accurate in all respects;
- I am not, and have never been, a bankrupt;
- I have been informed that West Edge may use the services of tenancy database operators set out below to check the tenancy history of applicants; National Tenancy Database - Ph 1300 563 826, www.ntd.net.au TICA - Ph 1902 220 346, www.tica.com.au
- If I default under a rental agreement, I authorise West Edge to disclose details of any such default to the tenancy database operators National Tenancy Database and/or TICA and to landlords or agents for any properties I may apply for in the future, in accordance with Section 439 of the Residential Tenancies Act (1997);
- I authorise West Edge, its authorised agents and staff to use and / or disclose my personal information for the following primary purposes: To undertake reference checks with referees, my employer, former employers, my current and former landlords and/or their agents and the operators of the National Tenancies Databases detailed above;
- I agree to the service of notices and other tenancy related documents by electronic communication
- To enable owners of the premises to make a decision on my application;
- To prepare the rental documents;
- To enable tradespeople/maintenance personnel to contact me, if required;
- To undertake and/or enforce legal process/decisions of a Tribunal/Court and/or Statutory Authority, where applicable;
- To instruct collection agents or lawyers, where applicable;
- To transfer water usage account details into my name.

DECLARATION AND ACCEPTANCE

I confirm my acceptance of the terms and conditions of this rental application. I declare that all information I have provided in my application is complete and accurate in all respects.

Full Name	<input type="text"/>		
Signature	<input type="text"/>	Date	<input type="text"/>

FORM 3
RESIDENTIAL TENANCIES ACT 1997
(SECTION 29C) (REGULATION 14)
STATEMENT OF INFORMATION FOR RENTAL APPLICANTS

1. Discrimination is treating, or proposing to treat, someone unfavourably because of a personal attribute. Discrimination is also imposing an unreasonable requirement, condition or practice that disadvantages persons with a personal 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 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;
 - industrial 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 who has 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 or their agent to treat you unfavourably 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** (the 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 examples 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 favourable terms than your original agreement based on your protected 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 Act, or the Commonwealth Acts.

Getting help

8. If a rental provider or a 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 at vcat.vic.gov.au/ or by calling 1300 018 228.
9. If you would like advice about unlawful discrimination in relation to an application to rent or an existing agreement you may call Victoria 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 a property, you or someone on your behalf may make a complaint to VEOHRC at humanrightscommission.vic.gov.au/ or by calling 1300 292 153.