

## RESIDENTIAL APPLICATION

I acknowledge receiving the Statement of Information for Rental Applicant prior to completing this Rental Application Form.

### A. Rental Property Address

Preference 1

Preference 2

Please complete one application per person

#### 2. Preferred Commencement Date

Day  Month  Year

#### 3. Term

Years  Months

#### 4. Rental Amount

\$  Per Week

### B. Applicant Details

#### 5. Name

First Name  Middle Name

Surname

#### 6. Other Applicant Names (All adults to reside at the property must be listed)

1.  2.

3.  4.

#### 7. Number of People to Occupy

Adults  Children  Ages of Children

Pets Y/N  Type of Pet / Breed  Inside / Outside

#### 8. Identification (photocopy MUST be attached)

Drivers Licence  State Issued  Date of Birth

#### Alternative Identification

Passport No  Country

#### 9. Current Address

Postcode

#### 10. Contact Details

Home Phone Number  Work Phone Number

Mobile Phone Number  Email Address

### C. Current Rental Provider/Agent

If you are not currently renting go to Q12

#### 11. Name of current Estate Agent/Private Rental Provider (please circle)

Contact Person / Agent

Work Phone Number  Home Phone Number   
(If private rental provider)

Mobile Phone Number  Current Weekly Rental \$

Length of Lease Years  Months

Reason for Moving

(If you are currently renting from a private rental provider please provide a copy of the lease agreement or formal written reference)

#### 12. Details if Home Owner

This home is to be

**Sold**  **Rented**  **Retained** (please circle)

Details of Selling/Leasing Agent

Agent Name

Contact

Work Phone Number  Mobile Phone Number

Sale Amount / Rental Amount \$

How long have you owned this property Years  Months

Reason for Moving

Other Comments

### D. Previous Rental Provider/Agent Details

#### 13. Previous Address

Postcode

#### 14. Previous Rental Provider/Agent (If you were not renting go to Questions 15)

Contact Person / Agency

Work Phone Number  Mobile Phone Number

Weekly Rental \$  Length of Lease Years  Months

Reason for Moving

(If you have previously rented from a private rental provider please provide a copy of the lease agreement or formal written reference)

#### 15. Details if Home owner

Was your home  **Sold**  **Rented**  **Retained** (please circle) Sale Price/Rental Amount \$

Details of Selling/Leasing Agent

Agent Name

Contact  Phone

Length of Stay  Years  Months

Reason for Moving

## E. Employment

### 16. Current Employer

(Please provide copies of payslips or relevant supporting documents if possible)

Employer Name  Your Position

Employment Address

Postcode

Phone Number

Employed Since  Income \$  p/w after tax

**Full Time**

**Part Time**

**Casual**

(please circle)

If Self Employed:

Accountant's Name  Contact Number

Type of Business  ACN

Do you intend to operate any part of your business from home Yes/No. (Please Circle)

Income \$  p/w after tax

### 17. Previous Employer

Employer Name  Phone

Position  Employment Period

**Full Time Students please complete**

Course Name

Campus

Campus Contact

Enrolment Number

Photocopy of student card must be supplied

## F. References (Not next of Kin)

### 18. Professional Reference

Name  Phone No

### 19. Personal Reference

Name  Phone No

Relationship to you

## G. Emergency Contact (Not residing with you)

Next of Kin  Relationship

Phone No

## H. Disclosure Statement

The information on this form is being collected by Think Property & Co. It is a condition of application for lease that you consent to the collection and use of your personal information by Think Property & Co. We require this information so that we may consider your application to lease a property. We may provide this information and any or all of the information provided to us by any party to any third parties including Rental Providers, Rental Providers Agents and Solicitors and various government or statutory authorities in the interests of openness and transparency between all parties concerned. We may also contact personal and credit referees you nominate and exchange personal information according to normal commercial practice. Your personal information will be added to our database and may be used for the secondary purpose of providing you with further information about properties and services offered by Think Property & Co. It is your responsibility to ensure information you provide to us is correct at all times.

## I. National Tenancy Database Disclosure Statement

You can contact National Tenancy Database Pty Ltd (ABN 65 -79105025)(NTD) by

Facsimile: (03) 8629 1650  
Address: P.O. Box 13294 George St, Brisbane QLD 4003  
Website: www.ntd.net.au

### PRIMARY PURPOSE

NTD collects your personal information to provide to its members and others listed below, historical rental and public record information on individuals and companies who/which lease residential and commercial property from or through licensed real estate agent members of NTD. NTD also provides credit information on companies / directors applying for commercial leases.

The real estate agent / property manager will advise NTD of your conduct throughout the lease, and the information will form part of your rental history.

NTD usually discloses information to:

- Licensed real estate agent members
- NTD'S parent company, Collection House Limited
- ABN 74 101 230 716 and its subsidiaries and related entities
- Credit Bureaus

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 will not be able to provide you with a lease of the premises.

Applicant

Signature

Print Name

## J. Declaration

1. I acknowledge that this is an application to lease this property and that my application is subject to the owners approval and the availability of the premises on the due date. No action will be taken against the Rental Provider or Agent if the application is unsuccessful or should the premises not be ready for occupation on the date for whatever reason.
  2. The renter is responsible for the connection and payment of gas, electricity, telephone and water consumption. I acknowledge that I am responsible to turn the main power switch off before power is connected.
  3. The renter acknowledges that the premises are a "Smoke Free Zone" and will ensure they and their invitees do not smoke inside the premises.
  4. I acknowledge that I have read and understood the privacy statements on this page.
  5. During my inspection of this property I found it to be in reasonably clean condition and I accept the property in the current condition.
  6. I am aware that the agent will disclose my personal information to YourPorter for the purposes of transferring the water account into my name. This will enable YourPorter to connect all accepted renters to relevant water boards for water usage.
- If this is not the case, please indicate any items you would like attended to prior to your lease. I acknowledge that these items are subject to the owners approval:

Signed

Name

Date

Please note, should your application be successful you will be required to sign a lease within 24 hours of approval providing a payment for your first months rental and your bond.

Where did you first see the property advertised

Leasing Consultant

Lease Board

Relocation Consultant

Internet

Rent List

Other

## K. Free Utility Connections

# YourPorter

1300 400 600 yourporter.com.au

YourPorter is a FREE service connecting utilities and other services.

If the Agent approves this application, YourPorter will connect your water for the purpose of usage charges at your new property on behalf of the Real Estate Agent. YourPorter will be contacting you by phone, SMS, or email for the purposes of assisting you to connect your utilities within 24 hours of receiving this application for next business day connection.

- Electricity     Gas     Water     Telephone     Pay TV     Internet  
 Car Insurance     Life Insurance     Health Insurance     Home & Contents     Home Loans

### DECLARATION AND ACCEPTANCE:

I/We consent to the disclosure of this application form (including any personal information contained in this form) to YourPorter Pty Ltd (ABN 36 252 576 050) for the purpose of allowing YourPorter and its service providers to contact me for the connection of services as offered by YourPorter.

I/We acknowledge that if I/We do not provide my/our personal information, YourPorter will not be able to provide these services to me/us. YourPorter will ensure that my/our personal information is collected, used, held and disclosed in accordance with the requirements of the Privacy Act 1988 (Cth).

I/We acknowledge that YourPorter may receive a benefit in relation to the connection of any of the services listed above. I/We consent to YourPorter contacting me by phone or SMS in relation to the connection of the services listed above. I/We acknowledge that this consent permits YourPorter to contact me even if the numbers listed on this application are listed on the Do Not Call Register. YourPorter will otherwise collect, hold, use and disclose personal information in accordance with their privacy policies, which are available at [www.yourporter.com.au/general/privacy-policy/](http://www.yourporter.com.au/general/privacy-policy/). YourPorter is a free service, but I/We acknowledge that standard connection fees may apply for services connected (in addition to the ongoing service fees).

I/We acknowledge that neither YourPorter nor the Agent accept any responsibility for any delay in or failure to arrange or provide for any connection of a service or for any loss, damage, cost or expense in connection with such delay or failure. By signing this application, I/We understand YourPorter is a value add product and that I/We are under no obligation to use YourPorter.

Signature

Date

**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/](http://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/](http://humanrightscommission.vic.gov.au/) or by calling 1300 292 153.