

RESIDENTIAL RENTAL APPLICATION

Please note: Any mention of 'RRP' throughout this form refers to 'Residential Rental Provider'

PROPERTY DETAILS (In preference order)

1) Address _____
 Rent \$ _____ pw Bond \$ _____ Date inspected ____/____/____

2) Address _____
 Rent \$ _____ pw Bond \$ _____ Date inspected ____/____/____

3) Address _____
 Rent \$ _____ pw Bond \$ _____ Date inspected ____/____/____

APPLICATION DETAILS

Term of Rental Requested: 6 12 24 (months) Commencing _____

Do you have Pets: Yes No Type: _____ Breed: _____ No: _____

How many people will reside at the property: Adults: _____ Children _____ Ages _____

Do you have a lawnmower? Yes No

How will you be paying your rent? Weekly Fortnightly Monthly

Cash Free Office * Internet Transfer * Direct payment through
 * Periodic Bank Transfer Centrepay
 * EFTPOS at Burns & Co Office (VIC only) * Cheque or Money Order

Within 48 hours of rental approval you are required to provide to Burns & Co a bond in the form of a BANK CHEQUE or MONEY ORDER made payable to RTBA for the full amount (contrary to declaration on the back).

PERSONAL DETAILS

PLEASE NOTE: NO APPLICATION WILL BE CONSIDERED WITHOUT 100 POINTS OF ID (SEE LIST AT BOTTOM)

<u>Applicant 1</u>	<u>Applicant 2</u>
Surname: _____	Surname: _____
First Name: _____	First Name: _____
Date of Birth ____/____/____	Date of Birth ____/____/____
Drivers Licence NO: _____	Drivers Licence NO: _____
Current address: _____	Current address: _____
Home Ph: _____ Work Ph: _____	Home Ph: _____ Work Ph: _____
Mobile: _____	Mobile: _____
Email: _____	Email: _____
Emergency Contact: _____	Emergency Contact: _____
Relationship: _____ Ph: _____	Relationship: _____ Ph: _____

OFFICE USE ONLY:	
TICA <input type="checkbox"/> Report <input type="checkbox"/> Renter Advised <input type="checkbox"/>	TICA <input type="checkbox"/> Report <input type="checkbox"/> Renter Advised <input type="checkbox"/>
Photo & Signature Identification is compulsory	Photo & Signature Identification is compulsory
Drivers Licence <input type="checkbox"/> Passport <input type="checkbox"/> Tertiary Student <input type="checkbox"/> 60	Drivers Licence <input type="checkbox"/> Passport <input type="checkbox"/> Tertiary Student <input type="checkbox"/> 60
Social Security <input type="checkbox"/> Birth certificate <input type="checkbox"/> Work Visa <input type="checkbox"/> 50	Social Security <input type="checkbox"/> Birth certificate <input type="checkbox"/> Work Visa <input type="checkbox"/> 50
Last 4 rent receipts/ ledger <input type="checkbox"/> Aust Citizenship <input type="checkbox"/> Bank Card <input type="checkbox"/> 40	Last 4 rent receipts/ ledger <input type="checkbox"/> Aust Citizenship <input type="checkbox"/> Bank Card <input type="checkbox"/> 40
Utility bill <input type="checkbox"/> Current Vehicle Rego <input type="checkbox"/> Rates notice <input type="checkbox"/> 20	Utility bill <input type="checkbox"/> Current Vehicle Rego <input type="checkbox"/> Rates notice <input type="checkbox"/> 20
Medicare Card <input type="checkbox"/> Health care card <input type="checkbox"/> 10	Medicare Card <input type="checkbox"/> Health care card <input type="checkbox"/> 10

PROOF OF INCOME (COPIES MUST BE ATTACHED)

Employed

Employed

Applicant 1

Company: _____

Occupation: _____

Fulltime part-time Casual (please tick one)

Supervisor: _____

Address: _____

Phone: _____

Length of Employment: _____

Salary after tax: \$ _____ weekly fortnightly monthly

PROOF OF INCOME (COPIES MUST BE ATTACHED)

If employed less than 6 months, previous employer details

Company: _____

Occupation: _____

Supervisor: _____

Address: _____

Phone: _____

Length of Employment _____

Applicant 2

Company: _____

Occupation: _____

Fulltime part-time Casual (please tick one)

Supervisor: _____

Address: _____

Phone: _____

Length of Employment: _____

Salary after tax: \$ _____ weekly fortnightly monthly

PROOF OF INCOME (COPIES MUST BE ATTACHED)

If employed less than 6 months, previous employer details

Company: _____

Occupation: _____

Supervisor: _____

Address: _____

Phone: _____

Length of Employment _____

Self Employed

Self Employed

Business Name: _____

ABN: _____

Address: _____

Phone: _____

How long in business: _____

Personal Net Weekly income \$ _____

PROOF OF INCOME (COPIES MUST BE ATTACHED)

Centrelink

Type of Payment: _____

Customer Ref. No _____

Net payment Received _____

Please provide Centrelink Income Statement

Student

Business Name: _____

ABN: _____

Address: _____

Phone: _____

How long in business: _____

Personal Net Weekly income \$ _____

PROOF OF INCOME (COPIES MUST BE ATTACHED)

Centrelink

Type of Payment: _____

Customer Ref. No _____

Net payment Received _____

Please provide Centrelink Income Statement

Student

Name of Institution: _____

Student ID No: _____

Income source: _____

Net Weekly Income \$ _____

PROOF OF INCOME (COPIES MUST BE ATTACHED)

Name of Institution: _____

Student ID No: _____

Income source: _____

Net Weekly Income \$ _____

PROOF OF INCOME (COPIES MUST BE ATTACHED)

YOUR RESIDENTIAL HISTORY

Applicant 1

Current Address: _____

Do you own this home or rent? _____

How long have you lived there? _____

Reason for Leaving: _____

If you are a renter

What rent have you been paying per week \$ _____

Real Estate Agency: _____

Property Manager: _____

RRP Name (if private): _____

Phone No _____

Previous Address _____

Was this home owned/rented? Please circle

How long did you live there? _____

Reason for Leaving: _____

If you were a renter

What rent were you paying per week \$ _____

Real Estate Agency: _____

Property Manager: _____

RRP Name (if private): _____

Phone No _____

Applicant 2

Current Address: _____

Do you own this home or rent? _____

How long have you lived there? _____

Reason for Leaving: _____

If you are a renter

What rent have you been paying per week \$ _____

Real Estate Agency: _____

Property Manager: _____

RRP Name (if private): _____

Phone No _____

Previous Address _____

Did you own this home or rent? _____

How long have you lived there? _____

Reason for Leaving: _____

If you are a renter

What rent have you been paying per week \$ _____

Real Estate Agency: _____

Property Manager: _____

RRP Name (if private): _____

Phone No _____

REFERENCES – Must be Rental, employment, professional or Character. **DO NOT LIST** friends or relatives

Referee 1

Name: _____

Address: _____

Work Phone No _____

Phone After hours _____

Mobile: _____

Relationship to you: _____

Known for how long: _____

Referee 2

Name: _____

Address: _____

Work Phone No _____

Phone After hours _____

Mobile: _____

Relationship to you: _____

Known for how long: _____

Referee 1

Name: _____

Address: _____

Work Phone No _____

Phone After hours _____

Mobile: _____

Relationship to you: _____

Known for how long: _____

Referee 2

Name: _____

Address: _____

Work Phone No _____

Phone After hours _____

Mobile: _____

Relationship to you: _____

Known for how long: _____

Free Utility Connection Service



Unless I have opted out of this section, I/we: Consent to the disclosure of information on this form to myconnect ABN 65 627 003 605 for the purpose of arranging the connection of nominated utility services; consent to myconnect disclosing personal information to utility service providers for the stated purpose and obtaining confirmation of connection; consent to myconnect disclosing confirmation details (including NMI, MIRN, utility provider) to the Real Estate Agent, its employees and myconnect may receive a fee/incentive from a utility provider in relation to the connection of utility services; acknowledge that whilst myconnect is a free service, a standard connection fee and/or deposit may be required by various utility providers; acknowledge that, to the extent permitted by law, the Real Estate Agent, its employees and myconnect shall not be liable for any loss or damage (including consequential loss and loss of profits) to me/us or any other person or any property as a result of the provision of services or any act or omission by the utility provider or for any loss caused by or in connection with any delay in connection or provision of, or failure to connect or provide the nominated utilities. I acknowledge that myconnect record all calls for coaching, quality and compliance purposes.

MyConnect will contact you to connect your utilities for FREE

Select your required utilities:

Water (Compulsory)
 Electricity
 Gas
 Internet
 Phone
 Pay TV

OR Tick here to opt out

 1300 854 478 | enquiry@myconnect.com.au | myconnect.com.au

Disclaimer/Authority

I, the said applicant, do solemnly and sincerely declare that

1. The information contained in this application is true and correct and that all of the information was given of my own free will. I Further authorise the letting agent to conduct any enquiries and/or searches with regards to the information and references supplied in this application.
2. I/my representative have inspected the property identified over the page and of my own accord decided that I wish to make application to rent.
3. I understand and agree that rent for the property identified over the page, is within my means, and is to be paid two weeks in advance at all times.
4. The bond for the aforesaid property is payable on or before commencement of rental. I further authorise the letting agent to attend to all details regarding the lodgement of the said rental bond with the appropriate authority.
5. I have been informed, understand and agree that:
 - a) The acceptance of my application is subject to a satisfactory report being obtained from information supplied on this Application submitted by me.
 - b) Should there be a requirement to commence proceedings for the recovery of rent, repairs and/or damage to the aforesaid property during the term or at the expiration of the Rental Agreement, all cost associated with these proceeding shall be able to be recovered from me.
6. I/We understand that the applicant’s details will be provided to TICA Tenancy Database, and any other residential database which may be available, for current and future reference.
7. I/We authorise the agent to access and check any information that may be listed on me/us on the TICA Default Tenancy database, and any other residential database which may be available.
8. I/We agree & understand that in the event of this application being approved by the agent, the agent may report any defaults that may occur from time to time in the rental with TICA Default Tenancy Database and any other residential database which may be available. I/We understand that in the event of a default being reported to TICA Default Tenancy Database or any other residential database, the removal of such information is subject o the guidelines of the database companies. TICA Helpline 190 222 0346 (charged at \$5.45 per minute) or website www.tica.com.au
9. This application is subject to the owner’s approval and no promise has been made by this company to accept the application. No reasons for decision will be disclosed.
10. This application is accepted subject to the availability of the premises on the due date, and no action will be taken against the RRP/agent should the premises not be ready for occupation on that date.
11. No other persons, other than herein specified or on the accompanying application (in the case of adult), may reside at the property without approval by the RRP.
12. As professional property managers, we collect your personal information to assess the risk in providing you with the rental of the premises you have requested, and if the risk is considered acceptable, to provide you with the rental of the premises. To carry out this role, and during the term of your rental, we may disclose your personal information to:
 - The RRP and/or the RRP’s mortgagee
 - Referees you have nominated
 - Organisations/tradespeople required to carry out maintenance at the premises
 - National Tenancy Database Pty Ltd, TICA Default Residential Database for which we may subscribe
 - Other Real Estate Agents and RRP’s
 - Pay/release rental bonds to/from Bond Authorities (where applicable)
 - Refer to Tribunals, courts and Statutory authorities (where necessary)
 - Refer to Collection Agents/Lawyers (where default/enforcement action is required)
 - Provide confirmation details for Organisations contacting us on your behalf, eg Banks, Utilities such as gas, electricity, water, phone). Employers etc.
13. The two weeks rent and bond (one calendar month) must be paid in full prior to keys being handed over. Any delay in payment in full will not result in a change to the commencement date – the rent will be charged from the original date of commencement of the rental.

Privacy Act Acknowledgement

In accordance with Section 18n (1) (b) of the Privacy Act, I authorise you to give information to and obtain information from all credit providers and references named in this application. I understand this can include information about my credit worthiness, credit standing, and credit history or credit capacity. I understand this information may be used to assess my application.

If successful, you will be required to sign the tenancy agreement and pay two weeks rent.
 At commencement of lease, you will need to provide the following.

- **Bond** – “Bank Cheque” or money order made out to RTBA (Victorian Properties) or Rental Bond Board (NSW Properties)

Applicant 1	Applicant 2
Name:	Name:
Signature:.....	Signature:.....
Date:	Date:

Residential Tenancies Act 1997 (Section 29C)

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.