

## Property Details

**Property:**

Property address you wish to apply to: \_\_\_\_\_

Suburb: \_\_\_\_\_ Postcode: \_\_\_\_\_

 Have you inspected the property?: Yes  No  Date of inspection: \_\_\_\_\_

**Lease Details:**

Preferred commencement date: \_\_\_\_\_

Preferred length of lease: \_\_\_\_\_ years \_\_\_\_\_ months

Weekly rent: \$ \_\_\_\_\_

## Occupancy

How many other people will be occupying the property? Adults \_\_\_\_\_ Children \_\_\_\_\_

Name/s of other occupant/s: \_\_\_\_\_

 \_\_\_\_\_ Is the occupant 18 years of age or over? Yes  No  Their relationship to you \_\_\_\_\_

 \_\_\_\_\_ Is the occupant 18 years of age or over? Yes  No  Their relationship to you \_\_\_\_\_

 \_\_\_\_\_ Is the occupant 18 years of age or over? Yes  No  Their relationship to you \_\_\_\_\_

 \_\_\_\_\_ Is the occupant 18 years of age or over? Yes  No  Their relationship to you \_\_\_\_\_

 \_\_\_\_\_ Is the occupant 18 years of age or over? Yes  No  Their relationship to you \_\_\_\_\_

*Note: all occupants 18+ years must submit a separate application and be on the rental agreement.*
**Pets:**

 Do you have a pet/s that will be living with you at the property? Yes  No 

If yes, please complete the below.

Number of pets: \_\_\_\_\_ Name/s: \_\_\_\_\_

 Type: Dog  Cat  Breed/s: (optional) \_\_\_\_\_ Age: \_\_\_\_\_ years \_\_\_\_\_ months

 Other  Please specify \_\_\_\_\_

Tell us a bit about your pet/s: (optional)

**Vehicles:**

How many vehicles will be parked at the property? \_\_\_\_\_

If a vehicle will be parked at the property, please complete the below.

Vehicle type/s: \_\_\_\_\_

Make and model of vehicle/s: (optional) \_\_\_\_\_



### Personal Details

First name: \_\_\_\_\_ Middle name: \_\_\_\_\_ Last name: \_\_\_\_\_  
(optional)

Date of birth: *(optional)* \_\_\_\_\_

*Your DOB may be used to verify your identity. If your application is successful, your DOB may be used to assist with your connection of utilities.*

Mobile phone: \_\_\_\_\_ Home/work phone: \_\_\_\_\_ Email: \_\_\_\_\_

Tell us a bit about yourself: *(optional)*

#### Identification type:

Passport  Drivers license  ID number: \_\_\_\_\_

Birth certificate  Other  State/country of issue: \_\_\_\_\_

Expiry date: \_\_\_\_\_

#### Emergency contact:

Name of emergency contact: \_\_\_\_\_ Relationship: \_\_\_\_\_

Phone: \_\_\_\_\_ Email: \_\_\_\_\_

Personal Reference 1 Name: \_\_\_\_\_ Relationship: \_\_\_\_\_

Phone: \_\_\_\_\_ Email: \_\_\_\_\_

Personal Reference 2 Name: \_\_\_\_\_ Relationship: \_\_\_\_\_

Phone: \_\_\_\_\_ Email: \_\_\_\_\_

### Current Address

#### What are your current living arrangements?

Renting through an agent  Renting through a private rental provider

Own my own home  Living with friends/family

Current address: \_\_\_\_\_ Monthly rent: \_\_\_\_\_

Length of stay: \_\_\_\_\_ years \_\_\_\_\_ months Name of rental provider/agent: \_\_\_\_\_

When did you move in? \_\_\_\_\_ Email: \_\_\_\_\_  
(if applicable)

Reason for leaving: *(optional)* \_\_\_\_\_ Phone number: \_\_\_\_\_

### Previous Address

#### What were your previous living arrangements?

Renting through an agent  Renting through a private rental provider

Own my own home  Living with friends/family

Previous address: \_\_\_\_\_ Monthly rent: \_\_\_\_\_

Length of stay: \_\_\_\_\_ years \_\_\_\_\_ months Name of rental provider/agent: \_\_\_\_\_

From date: \_\_\_\_\_ To date: \_\_\_\_\_ Email: \_\_\_\_\_  
(if applicable)

Reason for leaving: *(optional)* \_\_\_\_\_ Phone number: \_\_\_\_\_



### Investment Property

Do you have an investment property? Yes  No

If yes, please complete the following. Number of investment properties: \_\_\_\_\_ Approximate weekly rental: \_\_\_\_\_

Property address/es:

### Employment

#### What is your current employment status?

I am currently employed \_\_\_\_\_

I am currently studying \_\_\_\_\_

I am currently self-employed/run my own business \_\_\_\_\_

I am retired \_\_\_\_\_

I am not currently employed \_\_\_\_\_

#### Current Employment

Company name: \_\_\_\_\_ Company address: \_\_\_\_\_

Occupation/position: \_\_\_\_\_ When did you start? \_\_\_\_\_

Length of employment: \_\_\_\_\_ years \_\_\_\_\_ months

Annual salary: \$ \_\_\_\_\_ gross  net  including super

Weekly salary: \$ \_\_\_\_\_ gross  net

Nature of employment: Full time  Part time  Casual

Manager - Name: \_\_\_\_\_ - Phone: \_\_\_\_\_ - Email: \_\_\_\_\_

#### If you run your own business;

Date company established: \_\_\_\_\_ ACN or ABN: \_\_\_\_\_

Accountant - Name: \_\_\_\_\_ - Phone: \_\_\_\_\_ - Email: \_\_\_\_\_

#### Previous Employment

Company name: \_\_\_\_\_ Company address: \_\_\_\_\_

Occupation/position: \_\_\_\_\_ When did you start? \_\_\_\_\_ When did you finish? \_\_\_\_\_

Length of employment: \_\_\_\_\_ years \_\_\_\_\_ months

Annual salary: \$ \_\_\_\_\_ gross  net  including super

Weekly salary: \$ \_\_\_\_\_ gross  net

Nature of employment: Full time  Part time  Casual

Manager - Name: \_\_\_\_\_ - Phone: \_\_\_\_\_ - Email: \_\_\_\_\_

#### Student Details

Name of institution: \_\_\_\_\_ Student/enrolment number: \_\_\_\_\_

Course name: \_\_\_\_\_ Course duration: \_\_\_\_\_ Anticipated graduation date: \_\_\_\_\_  
(month/year)

Source of income/support:

I am employed \_\_\_\_\_

I receive benefit/support from the government \_\_\_\_\_

Net weekly amount: \$ \_\_\_\_\_

I receive a scholarship \_\_\_\_\_

I receive money from my parents/guardian \_\_\_\_\_

I receive no income/support \_\_\_\_\_

Other \_\_\_\_\_



## Moving Services

### Need help moving house or connecting utilities?

**connectnow.**  
We get things sorted.

Connectnow is a free service, dedicated to helping you move home more easily. They can connect your utilities, including electricity, gas, phone, internet and pay TV to a broad choice of leading providers, and assist with arranging removalists, cleaning services and vehicle hire.

*Click here to view the privacy policy: <https://connectnow.com.au/privacy-policy>*

Would you like connectnow to contact you to discuss their services?

Yes! I want connectnow to contact me and I agree with their Terms & Conditions

No, I do not require this service

Signed:

Date:

### Declaration

I acknowledge that this is an application to lease the property for which I am applying and that my application is subject to the rental provider's approval. I hereby offer to rent the property from the rental provider under a lease to be prepared by the Agent pursuant to the Residential Tenancies Act 1997. I acknowledge that I will be required to pay rent in advance and a rental bond, and that this application is subject to approval from the rental provider. I declare that all information contained in this application 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 details of my credit worthiness from the rental provider or agent of my current or previous residence, my personal referees, any record, listing or database of defaults by renters. If I default under a rental agreement, the Agent may disclose details of any such default to any person whom the Agent reasonably considers has an interest receiving such information.

Name:

Date:

Signed:

### Privacy Statement

This form is to be accompanied by an Application for Rental. Your application for rental cannot be accepted unless this has been completed in full and signed.

Due to changes in the Privacy laws, from December 21, 2001, all real estate agencies must ensure that you (the applicant) fully understand the National Privacy Principles and the manner in which we must use your personal information in order to carry out our role as professional property managers. Please take the time to read this Privacy Statement carefully, and once completed return it to the office with your rental application.

As professional property managers, Independent Estate Agents collects personal information about you. To ascertain what personal information we have about you, you can contact us in the following ways:

Address: Suite 3, Level 1/6-8 High St,  
Cranbourne VIC 3977  
Phone: 03 9008 6000  
Email: [admin@independentestateagents.com.au](mailto:admin@independentestateagents.com.au)

As professional property managers, we collect your personal information to assess the risk in providing you with the lease/rental of the premises you have requested, and if the risk is considered acceptable, to provide you with a lease/rental of the premises.

To carry out this role, and during the term of your rental, we may disclose your personal information to the following: The rental provider, the rental provider's lawyers, the rental provider's mortgagee (for mortgagee purposes), referees you have nominated, organisations/tradespeople required to carry out maintenance to the premises, rental bond authorities, Residential Tribunals/Courts, collection agencies, National Tenancies Database Pty Ltd, Remington White, other real estate agents and rental providers, utilities companies such as gas, electricity, water connection, telephone connection, banks (for rental payment facility and financial records), employers (for reference purposes).

Name:

Date:

Signed:

Witness:



## Statement of Information for Rental Applicants

The information, personal or otherwise, provided by the prospective renter in this application or that which is collected from other sources is necessary for the agent to assess the risk in providing you with the rental, to identify the applicants identity and to process, evaluate and manage the rental.

### 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 rental 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.

**For further information visit the renting section of the Consumer Affairs Victoria website at [www.consumer.vic.gov.au/renting](http://www.consumer.vic.gov.au/renting) or call 1300 55 81 81.**

# Statement of Information for Rental Applicants

*Residential Tenancies Act 1997* Section 145A  
Residential Tenancies Regulations Regulation 55

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A rental provider must include the information below in a residential rental agreement application form.

## Information for rental applicants

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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.

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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.

For further information visit the renting section of the Consumer Affairs Victoria website at [www.consumer.vic.gov.au/renting](http://www.consumer.vic.gov.au/renting) or call 1300 55 81 81.

## Help or further information

For further information, visit the Renting section – Consumer Affairs Victoria website at [www.consumer.vic.gov.au/renting](http://www.consumer.vic.gov.au/renting) or call Consumer Affairs Victoria on **1300 55 81 81**.

## 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 (بكلفة مكالمة 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 size bir Danışma Memuru ile görüşmelerini 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 Thụ Sự 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** Ako vam je teško da razumete engleski, nazovite Službu prevodilaца 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** በአንገሊዝኛ ቋንቋ ለመረዳት ችግር ካለብዎ የአስተርጓሚ አገልግሎትን (TIS) በስልክ ቁጥር 131 450 (በአካባቢ ስልክ ጥሪ ሂሳብ) በመደወል ለቪክቶሪያ ደንበኞች ጉዳይ ቢሮ በስልክ ቁጥር 1300 55 81 81 ደውሎ ከመረጃ አቅራቢ ሠራተኛ ጋር እንዲያገናኙዎት መጠየቅ።

### Dari

اگر شما مشکل دانستن زبان انگلیسی دارید، با اداره خدمات ترجمانی تحریری و شفاهی (TIS) به شماره 131 450 به قیمت مخابره محلی تماس بگیرید و بخواهید که شما را به کارمند معلومات دفتر امور مهاجرین ویکتوریا به شماره 1300 55 81 81 ارتباط دهد.

**Croatian** Ako nerazumijete dovoljno engleski, nazovite Službu tumača i prevoditelja (TIS) na 131 450 (po cijeni mjesnog poziva) i zamolite da vas spoje s djelatnikom 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.