RESIDENTIAL RENTAL APPLICATION FORM

APPLICANTS PLEASE NOTE:

Please fully complete this form and return to admin@northwestre.com.au in order for your application to be processed - Thank-you.

PROPERTY APPLYING FOR:

Address: _____ Suburb: _____ Post code: _____

Lease Term: _____ years, _____ months

Date property to be occupied: _____ / _____ / _____ Rent payable for the property: $ _____ per week

Name(s) of other applicants to occupy the property: _____

PERSONAL DETAILS:

Title: _____ First name: _____ Middle initial: _____

Surname: _____

Current address: _____ Suburb: _____ Post code: _____

Home phone no.: _____ Mobile no.: _____ Date of birth: _____ / _____ / _____

E-mail address: _____

Drivers license no.: _____ State of issue: _____ Car registration no.: _____

Alternate I.D. (eg. passport, student card): _____ / No (tick if applicable) ☐

Pension Type: _____ / No (tick if applicable) ☐

Occupation: _____

Employers name: _____ Employers phone no.: _____

CURRENT LIVING ARRANGEMENTS:

Are you an: ☐ Owner ☐ Renter - rent paid per month: $ _____ Duration at your current address: _____ years, _____ months

Name of RRP / Agent (if applicable): _____ Phone no.: _____

Reason for leaving: _____

PREVIOUS RENTAL HISTORY:

Were you an: ☐ Owner ☐ Renter - rent paid per month: $ _____

Previous address: _____ Suburb: _____ Post code: _____

Duration at your previous address: _____ years, _____ months

Name of RRP / Agent (if applicable): _____

RRP / Agent phone no. (if applicable): _____

Reason for leaving: _____

OTHER INFORMATION:

No. of persons to occupy the property: _____ adults, _____ children. The ages of any children: _____

Are you a smoker? ☐ No ☐ Yes

NEXT OF KIN: (MUST BE COMPLETED)

Emergency contact: _____ Relationship: _____

Address: _____ Phone no.: _____

Mobile phone no.: _____ Other: _____

CURRENT EMPLOYMENT/INCOME DETAILS:

Self employed - A.B.N.: _____

Employment address: _____ Suburb: _____

Contact name: _____ Contact phone no.: _____

Length at current employment: _____ years, _____ months. Net income: $ _____ per week, $ _____ per month

PREVIOUS EMPLOYMENT DETAILS:

Occupation: _____ Employers name: _____

Employment address: _____ Suburb: _____

Contact name: _____ Contact phone no.: _____

Length at previous employment: _____ years, _____ months. Net income: $ _____ per week, $ _____ per month

PET DETAILS

Do you have any pets: ☐ No ☐ Yes - if 'Yes' please specify below:

1. Type: _____ Breed: _____ Age: _____ Are they: Inside ○ Outside ○ Both ○
2. Type: _____ Breed: _____ Age: _____ Are they: Inside ○ Outside ○ Both ○
3. Type: _____ Breed: _____ Age: _____ Are they: Inside ○ Outside ○ Both ○
4. Type: _____ Breed: _____ Age: _____ Are they: Inside ○ Outside ○ Both ○
5. Type: _____ Breed: _____ Age: _____ Are they: Inside ○ Outside ○ Both ○

RENTAL REFEREES: (NOT FAMILY OR FRIENDS)

1. Referees name: _____ Occupation: _____

   Relationship: _____ Phone no.: _____

2. Referees name: _____ Occupation: _____

   Relationship: _____ Phone no.: _____

HOW DID YOU FIND OUT ABOUT THIS PROPERTY - PLEASE CIRCLE

Rent list ○ Reception staff / office ○ 'For Lease' board ○ Newspaper ○ Internet Other: _____

ATTACHMENTS REQUIRED

- Current Drivers License
- Rent receipts for the last 2 rental payments made (ie. if you currently lease)
- Proof of income (i.e 2 payslips)

PREFERRED RENT PAYMENT OPTIONS

- Bank Transfer
- Internet banking
- Centrepay

BOND PAYMENT OPTIONS

- Bank Transfer
- DOH Bond Loan

DECLARATION

I acknowledge that this is an application to lease this property and that my application is subject to the owner's approval and the availability of the premises on the due date. I hereby offer to rent the property from the owner 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 rental in advance and a rental bond, and that this application is subject to approval from the owner/RRP. 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 details of my credit worthiness from, the owner 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.

Signed: _____ **Dated:** _____

FREE UTILITY CONNECTION SERVICE

myconnect®
a really smart move

MyConnect will contact you to connect your utilities for FREE



Select your required utilities:

- ☐ Electricity
- ☐ Phone
- ☐ Pay TV
- ☐ Internet
- ☐ Moving services

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.

☐ **OR Tick here to opt out**

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

PRIVACY STATEMENT

This form is to be accompanied by an Application for Residential Rental. Your Application for Residential Rental cannot be accepted unless this has been completed in full and signed. Due to recent changes in the Privacy laws, from 21st December 2001, all real estate agencies must ensure that you fully understand the National Privacy Principles and the manner in which we must use your private 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 this office with your rental application. As professional property managers, we collect personal information about you. To ascertain what personal information we have about you, you can contact us by the following ways:

Address: 53–55 Scott Street, Warracknabeal VIC 3393, PO Box 435 Warracknabeal 3393

Phone: 03 5398 2201 **Fax:** 03 53982 339 **E-mail:** admin@northwestre.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 usually disclose your personal information to the following: The RRP, the RRP's lawyers, the RRP's mortgagee – for mortgage 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., other real estate agents and RRPs, utilities companies such as gas, electricity, water connection, telephone connection, banks – for rental payment facilities and financial records, employers – for reference purposes.

PLEASE NOTE:

1. This application is subject to the owner's approval and may take 2–5 days to process, sometimes longer.
2. All applicants must complete an application form.
3. Initial bond payment must be paid .
4. Initial rental payments must be paid by Direct Deposit to Drumrossie Pty Ltd Trust Account.
5. The applicant hereby agrees to a credit check being carried out by TICA (ABN 84 087 400 379)(www.tica.com.au)
6. The applicant acknowledges that the property is in a reasonably clean condition and in good repair as inspected.

RENTAL ACCEPTANCE

We understand that finding and selecting a rental property is often difficult. We will process your application as quickly as possible, but please remember we may be processing many applications at the same time. To assist us please fill out ALL required details on the application and ensure your completed application is returned to our office as quickly as possible.

UNSUCCESSFUL APPLICATIONS

Should your application be unsuccessful you will be advised. However, should you wish to apply for another property we will hold over your application for you.

SUCCESSFUL APPLICATIONS

Should your application be successful you will be notified by phone and requested to confirm your rental. We require the leases to be signed and the bond to be paid in full to secure the rental. The property manager will supply you with these amounts at the confirmation of your rental. Keys will only be handed out when all parties have signed the rental agreement, Bond Lodgement Form, all monies have been paid and the rental has commenced. No action will be taken against the RRP or agent if the application is unsuccessful or upon acceptance should the premises be unavailable for occupation on the date for whatever reason.

Signing of rental agreements and the payment of the bond can be undertaken at the office indicated by your property manager, or via email.

Signed by the Applicant: _____

Print Name: _____ **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.