

# Residential Rental Application Form

For your application to be processed you must answer all questions (Including the reverse side)

Please note: Mention of "RRP" refers to "Residential Rental Provider"



## A. AGENT DETAILS

**Janelle Stevens Property**  
122 Queen Street, Bendigo VIC 3550  
0417 835 127  
rentals@janellestevens.com.au

### PLEASE PROVIDE 100 POINT OF IDENTIFICATION

The Applicant, by signing this Application, hereby authorises the Agent to make and retain copies of the documents referred to below.

- 50 Points (each)** Last 4 rent receipts; copy of rates notice (if you own your own property)
- 40 Points** Driver's licence
- 30 Points** Photo I.D. or Passport
- 10 Points** Current motor vehicle registration; Copy of birth certificate; Copy of previous phone, electricity, gas account; proof of current bank balance

## B. PROPERTY DETAILS

**1. What is the address of the property you would like to rent?**

Postcode

Property Rental	Bond amount	
\$ /week	\$ /month	\$

**2. Rental commencement date?**

	Day		Month		Year
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**Rental term?**

	Years		Months
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**4. How many people will occupy the property?**

	Adults		Children		Ages
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## C. PERSONAL DETAILS

**5. Please give us your details** (note that each adult must complete an application and provide 100 points of ID)

Surname	Given Name/s
<input style="width: 95%;" type="text"/>	<input style="width: 95%;" type="text"/>
Driver's licence number	Driver's licence state
<input style="width: 95%;" type="text"/>	<input style="width: 95%;" type="text"/>
Driver's licence expiry date	
<input style="width: 95%;" type="text"/>	
Passport no.	Passport country
<input style="width: 95%;" type="text"/>	<input style="width: 95%;" type="text"/>
Pension no. (if applicable)	Pension type (if applicable)
<input style="width: 95%;" type="text"/>	<input style="width: 95%;" type="text"/>

**6. Please provide your contact details**

Home phone no.	Mobile phone no.
<input style="width: 95%;" type="text"/>	<input style="width: 95%;" type="text"/>
Work phone no.	Fax no.
<input style="width: 95%;" type="text"/>	<input style="width: 95%;" type="text"/>
Email address	
<input style="width: 95%;" type="text"/>	

**7. What is your current address?**

Postcode

## D. UTILITY CONNECTIONS

This is a **FREE** service that can connect you to the following utilities and services in your new home:

DIRECT CONNECT

Electricity
 Gas
 Phone
 Internet

Pay TV
 Removalists
 Cleaning
 Water

- YES**  
I consent to:
- Janelle Stevens Property providing my personal information to Direct Connect including name, address, email and phone number.
  - Direct Connect contacting me by phone, SMS and/or email during my move in relation to electricity, gas and the other services set out above.
  - Direct Connect obtaining metering information for the premises I am moving to.

Signature	Date
<input style="width: 95%;" type="text" value="X"/>	<input style="width: 95%;" type="text"/>
<b>Applicant 2 (if applicable):</b>	
Signature	Date
<input style="width: 95%;" type="text" value="X"/>	<input style="width: 95%;" type="text"/>
Name	Phone
<input style="width: 95%;" type="text"/>	<input style="width: 95%;" type="text"/>

Privacy Collection Statement: Direct Connect Australia Pty Limited (DCA) is collecting your personal information for the purposes of contacting you in relation to your utilities and services connections. DCA will otherwise collect, use and disclose your personal information for purposes set out in its Privacy Policy at [www.directconnect.com.au/privacypolicy/](http://www.directconnect.com.au/privacypolicy/). This information may be disclosed to third parties that help DCA deliver its services. The Privacy Policy explains how DCA will collect, use, store and disclose your personal information, the consequences for you if DCA does not collect this information, and the way in which you can access and seek correction of your personal information or complain about a breach of the Privacy Act. To obtain further information, you can contact DCA on 1300 664 715.

570 Church Street Cremorne 3121 Victoria P: 1300 664 715 F: 1300 664 185. [www.directconnect.com.au](http://www.directconnect.com.au)

## E. DECLARATION

I hereby offer to rent the property from the Residential Rental Provider (RRP) under a lease to be prepared by the Agent. Should this application be accepted by the RRP I agree to enter in to a Residential Rental Agreement.

I acknowledge that this application is subject to the approval of the Residential Rental Provider. 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, the renter, accept the property in the condition it was in when inspected.

- I authorise the Agent to obtain personal information about me from:
- (a) The RRP or the Agent of my current or previous residences;
  - (b) My personal referees and employer/s;
  - (c) Any record listing or database of defaults by renters;
- Any record listing or database of defaults by renters such as TICA, NTD or TRA for the purpose of checking your renting history.
- I am aware that I may access my personal information by contacting:  
TICA 1902 220 346  
NTD 1300 563 826  
TRA (02) 9363 9244

- I am aware that the Agent will use and disclose my personal information within this application in order to:
- (a) communicate with the RRP and select a renter
  - (b) prepare lease/tenancy documents
  - (c) allow trades-people or equivalent organisations to contact me
  - (d) lodge/claim/transfer to/from a Bond Authority
  - (e) refer to Tribunals/Courts & Statutory Authorities (where applicable)
  - (f) refer to collection agents/lawyers (where applicable)
  - (g) complete a check with Tenancy Databases
  - (h) transfer water account details into my name via MyConnect

I am aware that if information is not provided or I do not consent to the uses to which personal information is put, the Agent cannot provide me with the lease/rental of the premises. I am aware that I may access personal information on the contact details above.

Signature	Date
<input style="width: 95%;" type="text" value="X"/>	<input style="width: 95%;" type="text"/>

**F. APPLICANT HISTORY****8. How long have you lived at your current address?**

<input type="text"/>	Years	<input type="text"/>	Months
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**9. Why are you leaving this address?****10. Residential Rental Provider/Agent details of this property**

Name of RRP or Agent

RRP/Agent Phone No.

Weekly Rent

\$

**11. What was your previous residential address?****12. How long did you live at this address?**

<input type="text"/>	Years	<input type="text"/>	Months
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**13. Residential Rental Provider/Agent details of this property**

Name of RRP or Agent

RRP/Agent Phone No.

Weekly Rent

\$

**G. EMPLOYMENT HISTORY****14. Are you self employed?**

<input type="checkbox"/>	No - skip to Q16	<input type="checkbox"/>	Yes - (you MUST complete Q15 & supply your most recent BAS Statement)
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**15. Self employment details**

Your ABN

Accountant Name

Accountant Phone no.

Accountant Email

**16. Please provide your employment details**

What is your occupation?

What is the nature of your employment?  
(FULL TIME/PART TIME/CASUAL)

Employer's name (inc. institution if student)

Employer's address

Contact name

Phone no.

Length of employment

<input type="text"/>	Years	<input type="text"/>	Months
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Net Income

\$

**17. Please provide your previous employment details**

Occupation?

Employer's name

Phone no.

Length of employment

<input type="text"/>	Years	<input type="text"/>	Months
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Net Income

\$

**H. CONTACTS / REFERENCES****18. Please provide a contact in case of emergency**

Surname

Given name/s

Relationship to you

Phone no.

**19. Please provide 2 personal references (not related to you)**

1. Surname

Given name/s

Relationship to you

Phone no.

2. Surname

Given name/s

Relationship to you

Phone no.

**I. OTHER INFORMATION****20. Car Registration****21. Please provide details of any pets**

Breed/type

Council registration / number

**IF YOU ARE A STUDENT****22. If applicable, please provide details of your study**

Name of Learning Institution

Faculty/Department

Course Name

Student union number

Student I.D. number

**23. If not previously stated, please state your income details**

Income source

Net income per week

**PLEASE NOTE**

Initial payments must be made by the applicant by Bank Cheque, Money Order or Cash within 24 hours of approval of the applicant (no personal cheques will be accepted). Our preferred method of payment for subsequent rental payments is by EFT.

Keys will not be released until the rental agreement has been signed, and both rental and bond payments have been made.

This application is accepted subject to the availability of the property on the due date and no action shall be taken by the applicant against the RRP or Agent should any circumstance arise whereby the property is not available for occupation on the due date.

Signature

Date

Print Name

# 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.
8. Getting help  
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.