



APPLICATION FOR RENTAL PROPERTIES

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SECTION 1: PROPERTY INFORMATION

What is the address of the property you would like to rent?			
Address:			
Suburb:		Postcode:	
Property Rental			
\$	per week	\$	per month
		Own Bond <input type="checkbox"/>	DOH Bond <input type="checkbox"/>
How many tenants will occupy the property?		Lease Term	
Adults	Children	6 Months <input type="checkbox"/>	12 Months <input type="checkbox"/> Other <input type="checkbox"/>
		Requested Lease Commencement Date	
		/ /	

SECTION 2: CONTACT INFORMATION

Surname:		Given Names:		MR <input type="checkbox"/>	MS <input type="checkbox"/>	MISS <input type="checkbox"/>
				MRS <input type="checkbox"/>	OTHER <input type="checkbox"/>	
Date of Birth:		Phone:		Work:		
Email:			Second Email:			
Driver's License No:		Expiry:		State:		
Passport No:		Expiry:		Country:		
Emergency Contacts			Personal Referees			
Name:			Name:			
Contact No:			Contact No:			

SECTION 3: APPLICANT HISTORY & EMPLOYMENT HISTORY

Current Address				Previous Address			
Address:		Rent Amount: p/w		Address:		Rent Amount: p/w	
Suburb:		Postcode:		Suburb:		Postcode:	
Current Property Manager or Landlord (Name & Agency):				Previous Property Manager or Landlord (Name & Agency):			
Current Property Manager or Landlord (Phone Number):				Previous Property Manager or Landlord (Phone Number):			
Reason for Leaving:		Commencement Date:		Reason for Leaving:		Commencement Date:	
		Vacate Date:				Vacate Date:	
Current Employer				Second Employer <input type="checkbox"/> Previous Employer <input type="checkbox"/>			
Company Name:				Company Name:			
Occupation: F/ time <input type="checkbox"/> P/ time <input type="checkbox"/> Cas <input type="checkbox"/>				Occupation: F/ time <input type="checkbox"/> P/ time <input type="checkbox"/> Cas <input type="checkbox"/>			
Manager Name:		Number:		Reference Name:		Number:	
Manager Email:							
Income: week <input type="checkbox"/> fortnight <input type="checkbox"/> month <input type="checkbox"/>				Income: week <input type="checkbox"/> fortnight <input type="checkbox"/> month <input type="checkbox"/>			
Length of Employment: years months				Length of Employment: years months			
Are you a Student? YES <input type="checkbox"/> NO <input type="checkbox"/>							
Year of Study Commenced:		College Name:			Course Name:		
Car Model/s & Registration/s		Model:			Registration:		

SECTION 4: ADDITIONAL QUESTIONS

	NO	YES
Do you have any animals? (If yes, refer to Section 5)		
Are you a smoker? (If yes, refer to below)		
Do you have any other rental application form pending on another property/properties?		
Any questions?		

SECTION 5: ANIMAL APPLICATION

Type of Animal:	Age:
Breed:	
Council Registration Number:	
Type of Animal:	Age:
Breed:	
Council Registration Number:	

SECTION 6: IMPORTANT INFORMATION

Please ensure that all information is read carefully before handing in this application and that you have provided the following. This application will not be processed unless all the relevant documentation required is attached.

- Everyone over the age of 18 has completed an application
- Provided photo identification
- Provided proof of income (payslips x3)/bank statements
- Written reference (if applicable)
- Any other documentation
- 100 points of identification

Driver's License	40	Medicare Card	25
Birth Certificate	70	Concession/ Pension Card / Health Care	40
Passport	70	Working with Children	25
Proof of Age Card	25	Citizenship Documents	70
Student Identification Card	40	Bank Statement	25
Utility Bill inc Mobile Phone	25	Primary, secondary, tertiary statement with Name & DOB	25

Note: ID Copies be taken at our office will incur a charge of \$1.00 per page. PLEASE NOTE:

I hereby offer to rent the property from the owner under a lease to be prepared by the agent. Should this application be accepted by the landlord I agree to enter into a Residential Tenancy Agreement. I acknowledge that this application is subject to the approval of the owner/landlord and I declare that all information contained in this application (including the reverse side) is true & correct and given of my own free will. I declare that I have inspected the premises and that I am not bankrupt.

I authorise the agent to obtain personal information from:

- The owner/agent of my current/previous residence
- My personal referees and or employer/s
- Any record listing or database of defaults by tenants such as TICA for the purpose of checking my tenancy history
- TICA – 1902 220 346

If I default under a rental agreement, I agree that the agent may disclose any details of such default to TICA and or agents/landlords of properties I may apply for in the future.

I am aware that the Agent will use and disclose my personal information in order to:

- Communicate with the owner to select a tenant
- Prepare lease/tenancy documents
- Allow tradespeople or equivalent organizations to contact me
- Lodge/claim/transfer to/from the bond authority
- Refer to Tribunal/Courts & Statutory Authorities (where applicable)
- Refer to collection agents/lawyers (where applicable)
- Complete a credit check with NTD (National Tenancies Database)
- Transfer water account details into my name.

I am aware that if information is not provided or I do not consent to the uses of which personal information is put, the agent cannot provide me with the lease/tenancy of the premises.

Utility Connection

myconnect

myconnect is a FREE & EASY to use utility connection service available for tenants

Phone : 1300 854 478 enquiry@myconnect.com.au
Fax : 1300 854 479 www.myconnect.com.au

Please select the required utilities:

- Water (compulsory) Electricity Gas Telephone
 Internet Pay TV Interpreter required

Unless I have opted out of this section, I/we:

Consent to the disclosure of information on this form to myconnect ABN 34121 892 331 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.

Tick here to opt out

Next Steps if You Are Successful

- **RENT** – 2 Weeks/1 Month – by Online Bank Transfer or Cash. Personal cheques will not be accepted, and cash must be the correct amount.
- **BOND** – this is equivalent to one calendar month's rent. It is calculated by dividing one weeks' rent by 7 days, multiplying by 365 days and then dividing by 12 months (This amount may be greater if the weekly rent is over a certain amount.)– Bond payment is required to be transferred in our Rental Trust Account for the RTBA to direct debit, before keys can be collected.

We do not keep cash on the premises and therefore do not have change.

How did you find out about the property?

Newspaper For Lease Board Rental List Other The Internet

Print name

Signature

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](http://humanrightscommission.vic.gov.au/).