

## RESIDENTIAL TENANCY APPLICATION

### Address of the property you are applying for:

### Tenancy Requirements:

Length of Lease  Months      Rent  Months      Lease Start Date

### Applicant Details:

Email:       Phone Number:

Drivers Licence Number:       State of Issue:

Passport Number:       Country:

Pension Number (if applicable):       Pension Type:

### Emergency Contact: (Please note - we will contact this person)

Name:       Relationship to you:

Email:       Phone Number:

Address:

### Details of other applicants/occupants (including dependents):

Name 1:       Please Tick      Under 18      /      Over 18

Name 2:       Please Tick      Under 18      /      Over 18

Name 3:       Please Tick      Under 18      /      Over 18

Name 4:       Please Tick      Under 18      /      Over 18

### Current Address Details:

Address:

Current Rent/Mortgage payments:       Low long have you lived here:

Residential Rental Provider/Agent:       Phone Number:

Reason for leaving:

**Previous Address:**

Address:	
Current Rent/Mortgage payments:	Low long have you lived here:
Residential Rental Provider/Agent:	Phone Number:
Reason for leaving:	

**Current Employment:**

Company Name:	Position:
Address:	Full Time/Part Time/Casual:
Employer Contact:	Phone Number:
Length of employment:	Income (after tax): Per Week/Fortnight/Month

**Previous Employment:**

Company Name:	Position:
Employer Contact:	Phone Number:
Length of employment:	

**Student Information:**

Are you studying Full Time or Part Time:	Course:
Contact Name:	Phone Number:

**Additional Source of Income/ Proof of funds:**

Type:
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**Child Support:**

Private Arrangement or through Human Services?	Income (after tax): Per Week/Fortnight/Month
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**Government Assistance Payments:**

Please tick which Centrelink payment you receive and the type the amount you receive each fortnight

- Parenting Payment                      Amount: \$                      Per Fortnight  
 Aged Pension                              Amount: \$                      Per Fortnight  
 Disability Pension                          Amount: \$                      Per Fortnight

**Personal References:** (Must not be related to you or listed above)

Name 1:	Phone Number:	Relationship to you:
Name 2:	Phone Number:	Relationship to you:

**Other Information:**

Car/Truck/Motorbike Registration:
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**Pets:**

Pet 1			Pet 2		
Name:	Age:	Council Reg:	Name:	Age:	Council Reg:
Type/Breed:	Inside Pet?		Type/Breed:	Inside Pet?	

### Have you applied for any other properties?

Address:
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Address:
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### Please read prior to submitting you application:

1. This application will not be processed unless it is filled out completely with copies of all supporting documents attached.
2. Every person over the age of 18 must fill in an application form
3. If you are approved you will be required to pay bond and initial rent to secure the property within 24 hours of acceptance. No personal cheques are accepted.
4. You will be required to attend a sign up appointment within 48 hours of approval to sign lease documentation.
5. 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 Landlord and the agent should any circumstance arise where the property is not available for occupation on the due date.
6. If your application is unsuccessful you will be notified however you will not be provided with a reason for being declined.

### Supporting Documents that must be provided:

- 3x Payslips (most recent).
- 100 Points of Identification (see table below)

Driver's Licence	50	Student ID Card	50	Concession/Pension Card	10
Passport	50	Mobile Phone Bill	20	Gas/Water/Electricity Bill	30
Proof of age card	50	Medicare Card	20		

### Utility Connections:

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

 YES

I consent to:

- Belle 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.

### Applicant 1

Signature	Date
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### Applicant 2 (if applicable)

Signature	Date
Name	Phone

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 VIC 3123

Phone: 1300 664 715

Web: [www.directconnect.com.au](http://www.directconnect.com.au)

**Inspection Confirmation:**

I confirm the following:

1. I inspected the property on  With:

2. When I inspected the property, I found it to be reasonably clean  Yes  No

3. If 'No' I believe the following items should be attended to prior to the commencement of my tenancy. I understand these items are subject to the Landlords approval.

**Declaration:**

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. 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 personal information from:

- (a) The owner or the Agent of my current or previous residence;
- (b) My personal referees and employer/s;
- (c) Any record listing or database of defaults by tenants such as NTD, TICA or TRA for the purpose of checking your tenancy history;

I am aware that I may access my personal information by contacting:

- 1. NTD: 1300 563 826
- 2. TICA: 1902 220 346
- 3. TRA: (02) 9363 9244

If I default under a rental agreement, I agree that the Agent may disclose details of any such default to a tenancy default database, and to 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:

- (a) communicate with the owner and select a tenant
- (b) prepare lease/tenancy documents
- (c) allow tradespeople 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 credit check with NTD (National Tenancies Database)
- (h) transfer water account details into my name

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/tenancy of the premises.

Signature:

Date:

**Applicants Checklist:**

Before I submit this application, I/we have:

- Attached photocopies of supporting documents
- Inspected the property both internally and externally or Inspection Booked for
- Completed all details in full on the Application Form
- Provided all contact details and documentation for Confirmation of Income Source
- Confirmed if you would like to use Direct Connect to connect your utilities
- Completed the 'Inspection Confirmation' section
- Signed the 'Declaration' section

**FORM 3 - Residential Tenancies Act 1997  
(Section 29C) (Regulation 14)**

**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/](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.