



Thank you for submitting your application to rent one of our rental properties.

To assist us to process your application as smoothly as possible, please ensure the following:

Each adult applicant must complete a separate application and include the names of the other applicants.

Applications will not be processed until all forms with the necessary documentation are received

1. Attach three forms of identification, e.g. current driver's licence, passport, Medicare card, bank statement, Eftpos card.
2. Attach proof of your current address—utilities bills, bank statement
3. Proof of income—current pay slip or name and contact number of employer
4. All tenants nominated should indicate the amount of bond which will be paid by each individual. This information will be included on the lease agreement should the application be successful.
5. If you accept another property and do not wish to proceed with your application, please phone and cancel your application IMMEDIATELY.
6. Should your application be successful, you will be required to sign a lease and provide payment of bond within 24 hours. This is to be made payable by cheque made payable to Alpine Valley Real Estate Pty Ltd , or Electronic Funds Transfer.
7. It is your responsibility to have all services connected in your name.
8. All rents are payable by cash, cheque or Electronic Funds Transfer.
9. In order to take occupancy and receive the keys to the property, the lease and all tenancy documentation must be signed and the first 2 weeks rent and bond paid by cash, bank cheque made payable to Alpine Valley Real Estate Pty Ltd, or Electronic Funds Transfer.

Thank you for your co-operation.

Residential rental application

Each prospective renter should complete a *Residential rental application form*.

Rental property details (to be completed by rental provider/agent)

Address: _____ State: _____ Postcode: _____

Property rental amount (\$): _____

Pay period Weekly: ☐ Fortnightly: ☐ Monthly: ☐

Property bond amount (\$): _____

Tenancy start date: _____

Tenancy term (months): _____

Name of property manager: Alpine Valley Real Estate

Address: 7 Hollonds Street
MOUNT BEAUTY State: VICTORIA Postcode: 3699

Phone: 03 5754 4999 Fax: _____ Email: brendan@alpinevalleyrealestate.com.au

Applicant details (to be completed by applicant)

Full name: _____ Date of birth*: _____
* used for rental check

Home phone number: _____ Mobile phone number: _____

Email: _____

Current address: _____
_____ State: _____ Postcode: _____

How long at this address: Years: _____ Months: _____

Name of current rental provider/agent: _____

Phone number of rental provider/agent: _____

Email address of rental provider/agent: _____

Reason for leaving current address: _____

Previous address: _____
_____ State: _____ Postcode: _____

How long at this address: Years: _____ Months: _____

Name of previous rental provider/agent: _____

Phone number of rental provider/agent: _____

Email address of rental provider/agent: _____

Reason for leaving previous address: _____

Employment details

Current employment

Occupation: _____

Employer's name: _____

Employer's Address: _____

_____ State: _____ Postcode: _____

Contact name: _____ Phone number: _____

Residential rental application

Previous employment

Occupation: _____

Employer's name: _____

Employer's Address: _____

State: _____ Postcode: _____

Contact name: _____ Phone number: _____

Length of employment: Years: _____ Months: _____

References (If you have written references attach copies to this form)

1. Name: _____ Relationship to applicant: _____

Occupation: _____ Phone number: _____

2. Name: _____ Relationship to applicant: _____

Occupation: _____ Phone number: _____

Pets No: ☐ Yes: ☐

If yes, number and type of pets: _____

Declaration

I declare that the information given on this form is true and correct to the best of my knowledge.

Applicant's signature:

Date: _____

Statement of Information for rental applicants

Residential Tenancies Act 1997 (the Act), Section 29C
Residential Tenancies Regulations 2019, Regulation 14

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.



Tenant Privacy Statement

Due to privacy laws, Alpine Valley Real Estate Pty Ltd must ensure that you fully understand the National Privacy principles and the manner in which we use your private information in order to carry out our role as professional property managers and estate agents.

The information on this form is being collected by Alpine Valley Real Estate Pty Ltd. It is a condition of application for tenancy that you consent to the collection and use by Alpine Valley Real Estate Pty Ltd of your personal information. If your personal information is not provided to us and you do not consent to the uses to which we put your personal information, the property manager will not be able to carry out their professional responsibility and will not be able to provide you with a lease/tenancy of the premises you have applied for.

To carry out this role, and during the term of the tenancy, we may disclose your personal information to:

Other Real Estate Agents
Residential Tenancy Tribunals/Courts
Residential Bond Authority
Utilities Companies
Collection Agents

Solicitors
Landlord
Private Landlords
Bureau of Statistics
Valuers

Your Referees
Owners Corporation
Tradespeople
National Tenancy Database

THE ROLE OF THE NATIONAL TENANCY DATABASE (NTD)

NTD collects your personal information to provide to its members and others listed below, historical tenancy and public record information on individuals and companies who/which lease residential and commercial premises from or through licensed estate agent members of NTD. NTD also provides credit information on companies/directors applying for rented premises.

The property manager will advise NTD of your conduct throughout the tenancy and the information will form part of your tenant history.

NTD can disclose information to:

Licensed real estate members

NTD's parent company, Collection House Limited and its subsidiaries and related entities

Credit Bureaus.

You can contact National Tenancy Database Pty Ltd on 8629 1608 or www.ntd.net.au

To view our full privacy statement please visit www.alpinevalleyrealestate.com.au or 7 Hollonds Street Mount Beauty 3699.

By signing this form I hereby consent that Alpine Valley Real Estate Pty Ltd will use my information as outlined above.

Name of applicant:.....