



RESIDENTIAL TENANCY APPLICATION FORM

PROPERTY DETAILS

Street Address _____

Suburb _____ Postcode _____

Proposed length of tenancy _____ Years _____ Months

Tenancy to Commence / / _____

Rent Per Week \$ _____ Bond \$ _____

Name(s) of other Applicants to Occupy the Property: _____

*Each Adult **MUST** complete an application form*

Name _____ Relationship _____

Name _____ Relationship _____

Name _____ Relationship _____

PERSONAL DETAILS

Title First Name _____

Family/Last Name _____

Date of Birth _____

Mobile Phone _____

Home Phone _____

Email _____

IDENTIFICATION

Driver's License No. _____ State _____

Passport Number _____

Passport Country _____

ADDITIONAL INFORMATION

Pets YES / NO _____ Smokers YES / NO _____

Type _____

Registered YES / NO _____

Breed _____

Age _____

CURRENT TENANCY DETAILS

Street Address _____

Suburb _____

Length of Tenancy _____ Years _____ Months

Lease Start Date / / _____ Lease End Date / / _____

Rent Paid \$ _____ Week / Month

Reason for Leaving _____

Name of Rental Provider/Agent _____

Agent Phone _____

Agent Email _____

PREVIOUS RENTAL HISTORY

Previous Address _____

Suburb _____

Length of Tenancy _____ Years _____ Months

Lease Start Date / / _____ Lease End Date / / _____

Rent Paid \$ _____ Week / Month

Reason for Leaving _____

Name of Rental Provider/Agent _____

Agent Phone _____

Agent Email _____

EMERGENCY CONTACT DETAILS

Name _____

Relationship _____

Address _____

Phone _____

INCOME

Employment Income: _____

Other Income: _____

Other Income source(s): _____

CURRENT EMPLOYMENT DETAILS

Occupation _____

Company Name _____

Employment Address _____

Contact Name _____ Phone _____

Mobile _____ Email _____

Terms (Please circle) FULL TIME / PART TIME /
CASUAL / CENTRELINK / SUBCONTRACTOR

Length at Current Employment _____ Years _____ Months _____

Income \$ _____ Net Weekly _____

PREVIOUS EMPLOYMENT DETAILS

Occupation _____

Company Name _____

Employment Address _____

Contact Name _____ Phone _____

Mobile _____ Email _____

Terms (Please circle) FULL TIME / PART TIME /
CASUAL / CENTRELINK / SUBCONTRACTOR

Length at Current Employment _____ Years _____ Months _____

Income \$ _____ Net Weekly _____

IF SELF-EMPLOYED, PLEASE COMPLETE

Company Name _____

Business Type _____

Business Address _____

Suburb _____ Postcode _____

ABN _____

Accountant Name _____

Accountant Phone _____

Accountant Email _____

Accountant Address _____

Suburb _____ Postcode _____

PERSONAL REFERENCE #1

Name _____

Occupation _____

Relationship to Applicant _____

Phone _____

PERSONAL REFERENCE #2

Name _____

Occupation _____

Relationship to Applicant _____

Phone _____

SUPPORTING DOCUMENTS

Provide 100 points of identification photocopied and attached to this application.

You must attach at least one form of photo ID.

- 40 pts Driver's License
- 40 pts Passport Photo Page
- 20 pts Other Photo ID
- 20 pts Current payslips
- 20 pts Previous 2 Rent receipts
- 20 pts Previous Tenancy Ledger
- 20 pts Medicare Card
- 20 pts Debit/Credit Card
- 20 pts Utility Bill

If self-employed, please provide

- Profit & loss statement



Hood is a FREE service, and in one brief phone call, your connections are organised on the offers that are right for you. No obligation, no more running around, no more phone calls.

Utilities Hood is a FREE service, and in one brief phone call, your connections are organised on the offers that are right for you. No obligation, no more running around, no more phone calls. **DECLARATION AND EXECUTION:** By ticking the terms and conditions and declaration box on this application form you: 1. Specifically consent to Hood receiving information regarding you, all applicants for the premises, the premises and other information necessary to provide the Hood Services to you. The information may include personal information. 2. Acknowledge and accept Hood's Terms and Conditions (which are included with this application) and understand the scope of the services Hood are providing to you. For the avoidance of doubt, the Hood Services include the negotiations with you relating to the supply of relevant services as agents for the service providers and to market or promote any of these services to you. 3. Invite Hood to contact you by any means (including by telephone or SMS even if your telephone number is on the Do Not Call Register) and expressly consent to such contact by Hood in order for Hood to provide the Hood services to you. This consent will continue for a period of 1 year from the date you enter the Agreement. 4. Consent to Hood disclosing your information, including your personal information, for the purposes of arranging for the connection of the nominated services. You acknowledge and agree that where service providers are engaged by you, they may also use your information, including your personal information, for the purposes of connecting, supplying and charging you for the utility services. 5. Acknowledge and agree that Hood will use your personal information in a manner consistent with Hood's privacy policy which is accessible at <https://www.hood.ai/privacy-policy/>. 6. Authorise Hood to obtain the National Metering Identifier and/or the Meter Installation Reference Number for the premises you are moving to. 7. Agree that, except to the extent provided in the Terms and Conditions, Hood has no responsibility to you for the connection or supply (or the failure to connect or supply) any of the utility services. 8. Acknowledge that the Hood service is provided to you free of charge, but Hood may receive a fee from service providers, part of which may be paid to the real estate agent or another person, and that you are not entitled to any part of any such fee. By ticking the box on the application form, you warrant that you are authorised to make this application and to provide the invitations, consents, acknowledgements, authorisations and other undertakings set out in the application on behalf of all applicants listed on the application. Electricity Gas Internet Pay TV Water

Electricity Gas Internet Pay TV Water

Signed _____ Date _____

DECLARATION & AUTHORITY

I hereby offer to rent the property from the owner under lease to be prepared by the Agent. Should this application be accepted by the Landlord I agree to enter into a Residential Tenancy Agreement pursuant to the Residential Tenancies Act 1997.

I acknowledge that this application is subject to the approval of the Landlord/Owner.

I declare that all information contained in this application is true and correct and given of my own free will.

I declare that I have inspected the premises and am not bankrupt.

I also 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 default by tenants

DATABASE NOTIFICATION

The Property Manager may utilise any of the following residential tenancy database companies, to check the history of my application;

NTD	1300 526 836	www.ntd.net.au
TICA	1902 220 346	www.tica.com.au
RP DATA	1300 734 318	www.rpdata.com
BARCLAY MIS	1300 883 916	www.barclaymis.com.au
TRA	1902 220 346	www.tradingreference.co

I confirm that I have been notified of the tenancy databases listed above and the reason for their use.

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 and statutory authorities where applicable
- F) Refer to collection agents/lawyers where applicable
- G) Complete a credit check with NTD (National Tenancies Database) or other listed database company. If you wish to view your records or the information is not accurate, you can contact the database company to amend or dispute the record
- H) Transfer water account details into my name

If I default under a rental agreement, I agree that the Agent may disclose details of any such default to the tenancy default database, and to agents/landlords of properties I may apply for in the future. I am aware that if the information is not provided or I do not consent to the uses to which the personal information is put, the Agent cannot provide me with the lease/tenancy of the premises.

Applicant _____ Date / / _____

Statement of Information for Rental Applicants

Residential Tenancies Act 1997 Section 29C

Residential Tenancies Regulations 2021 Regulation 14

A rental provider must include the information below in a residential rental agreement application form.

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.

For further information visit the renting section of the Consumer Affairs Victoria website at www.consumer.vic.gov.au/renting or call 1300 55 81 81.

Help or further information

For further information, visit the Renting section – Consumer Affairs Victoria website at www.consumer.vic.gov.au/renting or call Consumer Affairs Victoria on **1300 55 81 81**.

Telephone interpreter service

If you have difficulty understanding English, contact the Translating and Interpreting Service (TIS) on 131 450 (for the cost of a local call) and ask to be put through to an Information Officer at Consumer Affairs Victoria on 1300 55 81 81.

Arabic

إذا كان لديك صعوبة في فهم اللغة الإنكليزية، اتصل بخدمة الترجمة التحريرية والشفوية (TIS) على الرقم 131 450 (بكلفة مكالمات محلية) واطلب أن يوصلوك بموظف معلومات في دائرة شؤون المستهلك في فكتوريا على الرقم 1300 55 81 81.

Turkish İngilizce anlamakta güçlük çekiyorsanız, 131 450'den (şehir içi konuşma ücretine) Yazılı ve Sözlü Tercümanlık Servisini (TIS) arayarak 1300 55 81 81 numaralı telefondan Victoria Tüketici İşleri'ni aramalarını ve size bir Danışma Memuru ile görüşturmelerini isteyiniz.

Vietnamese Nếu quý vị không hiểu tiếng Anh, xin liên lạc với Dịch Vụ Thông Phiên Dịch (TIS) qua số 131 450 (với giá biểu của cú gọi địa phương) và yêu cầu được nối đường dây tới một Nhân Viên Thông Tin tại Bộ Tiêu Thụ Sự Vụ Victoria (Consumer Affairs Victoria) qua số 1300 55 81 81.

Somali Haddii aad dhibaato ku qabto fahmida Ingiriiska, La xirii Adeega Tarjumida iyo Afcelinta (TIS) telefoonka 131 450 (qiimaha meesha aad joogto) weydiisuna in lagugu xiro Sarkaalka Macluumaadka ee Arrimaha Macmiilaha Fiktooriya tel: 1300 55 81 81.

Chinese 如果您聽不大懂英語，請打電話給口譯和筆譯服務處，電話：131 450（祇花費一個普通電話費），讓他們幫您接通維多利亞消費者事務處（Consumer Affairs Victoria）的信息官員，電話：1300 55 81 81。

Serbian Ako vam je teško da razumete engleski, nazovite Službu prevodilaца и тумача (Translating and Interpreting Service – TIS) на 131 450 (по цену локалног позива) и замолите их да вас повежу са Службеником за информације (Information Officer) у Викторијској Служби за потрошачка питања (Consumer Affairs Victoria) на 1300 55 81 81.

Amharic በአንገሊዝኛ ቋንቋ ለመረዳት ችግር ካለብዎ የአስተርጓሚ አገልግሎትን (TIS) በስልክ ቁጥር 131 450 (በአካባቢ ስልክ ጥሪ ሂሳብ) በመደወል ለቪ.ክ.ቶ.ሪያ ደንበኞች ጉዳይ ቢሮ በስልክ ቁጥር 1300 55 81 81 ደውሎ ከመረጃ አቅራቢ ሠራተኛ ጋር እንዲያገናኙዎት መጠየቅ።

Dari

اگر شما مشکل دانستن زبان انگلیسی دارید، با اداره خدمات ترجمانی تحریری و شفاهی (TIS) به شماره 131 450 به قیمت مخابره محلی تماس بگیرید و بخواهید که شما را به کارمند معلومات دفتر امور مهاجرین ویکتوریا به شماره 1300 55 81 81 ارتباط دهد.

Croatian Ako nerazumijete dovoljno engleski, nazovite Službu tumača i prevoditelja (TIS) na 131 450 (po cijeni mjesnog poziva) i zamolite da vas spoje s djelatnikom za obavijesti u Consumer Affairs Victoria na 1300 55 81 81.

Greek Αν έχετε δυσκολίες στην κατανόηση της αγγλικής γλώσσας, επικοινωνήστε με την Υπηρεσία Μετάφρασης και Διερμηνείας (TIS) στο 131 450 (με το κόστος μιας τοπικής κλήσης) και ζητήστε να σας συνδέσουν με έναν Υπάλληλο Πληροφοριών στην Υπηρεσία Προστασίας Καταναλωτών Βικτώριας (Consumer Affairs Victoria) στον αριθμό 1300 55 81 81.

Italian Se avete difficoltà a comprendere l'inglese, contattate il servizio interpreti e traduttori, cioè il Translating and Interpreting Service (TIS) al 131 450 (per il costo di una chiamata locale), e chiedete di essere messi in comunicazione con un operatore addetto alle informazioni del dipartimento "Consumer Affairs Victoria" al numero 1300 55 81 81.