



**5779 1700**

## Tenancy Application Form

**PROPERTY** \_\_\_\_\_

**RENT** \$ \_\_\_\_\_ **PCM** *all rent is paid per calendar month in advance.*

**BOND** \$ \_\_\_\_\_ *Equal to one months rent.*

**COMMENCEMENT**        /        /20        **LEASE TERM** \_\_\_\_\_

**NO. OF PEOPLE TO OCCUPY PREMISES** \_\_\_\_\_ *Where there is more than one tenant and they do not contribute equally to the total bond, state the amount you are paying \$ \_\_\_\_\_*

**SURNAME:** \_\_\_\_\_

**GIVEN NAMES:** *In full* \_\_\_\_\_ **D.O.B:** \_\_\_\_\_

**TELEPHONE** (h) \_\_\_\_\_ (w) \_\_\_\_\_ (m) \_\_\_\_\_

**EMAIL:** \_\_\_\_\_

**DRIVERS LICENCE NO:** \_\_\_\_\_ *copy to be supplied*

**STATE:** \_\_\_\_\_

**PASSPORT NO:** \_\_\_\_\_

**COUNTRY OF PASSPORT:** \_\_\_\_\_

Own motor vehicle: YES / NO

Make/Model: \_\_\_\_\_

Registration No: \_\_\_\_\_

**PRESENT ADDRESS:** \_\_\_\_\_ **STATE:** \_\_\_\_\_ **POST CODE:** \_\_\_\_\_

How long at this address: \_\_\_\_\_ years \_\_\_\_\_ months

If rented, rent paid: \$ \_\_\_\_\_

Agent/Landlord: \_\_\_\_\_ Telephone: \_\_\_\_\_

Agent Email: : \_\_\_\_\_

Reason for Leaving: \_\_\_\_\_

**PREVIOUS ADDRESS:** \_\_\_\_\_ **STATE:** \_\_\_\_\_ **POST CODE:** \_\_\_\_\_

How long at this address: \_\_\_\_\_ years \_\_\_\_\_ months

If rented, rent paid: \$ \_\_\_\_\_

Agent/Landlord: \_\_\_\_\_ Telephone: \_\_\_\_\_

Agent Email: : \_\_\_\_\_

Reason for Leaving: \_\_\_\_\_

**EMPLOYMENT:**

Occupation: \_\_\_\_\_ Full-time/Part-time/Casual

Current employer: \_\_\_\_\_

For: \_\_\_\_\_ years \_\_\_\_\_ months

Address: \_\_\_\_\_

Contact Name: \_\_\_\_\_

Telephone: \_\_\_\_\_ Email: \_\_\_\_\_

Position held: \_\_\_\_\_

Previous employer: \_\_\_\_\_

For: \_\_\_\_\_ years \_\_\_\_\_ months

Address: \_\_\_\_\_

Your position: \_\_\_\_\_

Reference's Name: \_\_\_\_\_

Telephone: \_\_\_\_\_ Email: \_\_\_\_\_

Current net income per week: \$ \_\_\_\_\_

Other net income per week (such as investments): \$ \_\_\_\_\_

**REFERENCES: (If written, to be attached)***\*No family or friends, only professional relationships.*

Name: Relationship to the Applicant: Telephone

1. \_\_\_\_\_

2. \_\_\_\_\_

**EMERGENCY NEXT OF KIN:**

Name: \_\_\_\_\_

Address: \_\_\_\_\_

Telephone number: \_\_\_\_\_ Relationship: \_\_\_\_\_

**ANY PETS?** YES / NO Type: \_\_\_\_\_ Breed: \_\_\_\_\_

*I declare that the above information is true and correct to the best of my knowledge and agree that the Agent may conduct independent evaluation checks and use the information supplied in assessing this application. This application is accepted subject to the availability of the premises on the due date and the owner's approval.*

**APPLICANT'S SIGNATURE:** \_\_\_\_\_

## Statement of Information for Rental Applicants

*Residential Tenancies Act 1997* Section 145A  
Residential Tenancies Regulations Regulation 55

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

1. 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.

2. 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.

3. 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 [humanrightscscommission.vic.gov.au/](http://humanrightscscommission.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](http://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](http://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 مكالمة محلية) واطلب أن يوصلوك بموظف معطوف 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 telefonla Victoria Tüketici İşleri'ni aramalarınızı ve size bir Danışma Memuru ile görüşmelerinizi isteyiniz.

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

**Somali** Haddii aad dhibaato ku qabto fahmida Ingiriiska, La xiriir Adeega Tarjumaada iyo Afcelinta (TIS) telefoonka 131 450 (qiimaha meesha aad joogto) weydiisuna in lagu 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（祇花費一個普通通話費），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 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. (Information Officer) у Викторијској Служби за потрошачка питања (Consumer Affairs Victoria) на 1300 55 81 81.

**Amharic** በአንገሊጋዊ ቋንቋ ለመረዳት ችግር ካለዎት የአስተርጓሚ አገልግሎት (TIS) በስልክ ቁጥር 131 450 (በአካባቢ ስልክ ጥሪ ሂሳብ) በመደወል ለፒክተርያል ደጋጋኝነት ጉዳይ ቢሮ በስልክ ቁጥር 1300 55 81 81 ደውሎ ከመረጃ አገልግሎት ሠራተኛ ጋር አንዲያገናኝዎት መጣኛዎት፡፡

#### Dari

اگر شما مشکل دانستن زبان انگلیسی دارید، با اداره خدمات ترجماتی تحریری و شفاهی (TIS) به شماره 131 450 به قیمت مخابره محلی تماس بگیرید و بخواهید که شما را به کارمند معطوف اطلاعات 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 Διαμνηνείας (TIS) στο 131 450 (με το κόστος μιας τοπικής κλήσης) και ζητήστε να σας συνδέσουν με έναν Υπάλληλο Πληροφοριών στην Υπηρεσία Προστασίας Καταναλωτών Βικτωρίας (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.



**5779 1700**

## Applications for Tenancy and Management of Property Privacy Act (Commonwealth) 1988 Collection Notice

The personal information the prospective tenant provides in this application or that which is collected from other sources is necessary for the Agent to verify the Applicant's identity and to process and evaluate the application and to manage the tenancy if the Agent has been engaged to manage the Property.

The personal information collected about the Applicant may be disclosed, by use of the internet or otherwise, to other parties, including media organizations, the landlord, tradespeople, referees, solicitors, financial institutions, parties engaged to evaluate the property, bodies corporate, other agents, clients of the Agent both existing and potential, third party operators of tenancy reference databases, government and statutory bodies and other third parties as required by law. Information already held on tenancy reference databases may also be disclosed to the Agent and/or landlord.

Unless you advise the Agent to the contrary, the Agent may also disclose such information to The Real Estate Institute of Victoria Ltd (REIV) for the purpose of documenting all leasing data in the area for the benefit of its members as part of membership services and for others in the property or related industries, and so as to assist them in continuing to provide the best possible service to their clients. In providing this information, you agree to its use, unless you advise the Agent differently. The privacy policy of the REIV can be viewed on its website, [www.reiv.com.au](http://www.reiv.com.au) and the privacy policy of realestateview can be viewed at [www.realestateview.com.au](http://www.realestateview.com.au)

The Agent will only disclose information they can do so by contacting the Agent at the address and contact numbers contained in this Application. The Applicant can also correct this information if it is inaccurate, incomplete or out of date.

**If the information is not provided, the Agent may not be able to process the application.**

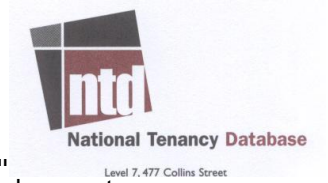
I \_\_\_\_\_ Insert name of Applicant

Acknowledge that I have read and understood the contents of this Privacy Collection Notice.

\_\_\_\_\_ Applicant to sign

\_\_\_\_\_ Date

**TENANT PRIVACY STATEMENT**



All property managers must ensure that you fully understand the National Privacy Principles in which your private information may be used in order to fulfill our role as professional property managers. Please take the time to read this Privacy Statement carefully and once completed, return it to this office with your tenancy application.

As professional property managers Clark & Co Real Estate collects personal information about you. You can ask for access to the personal information we have about you, by contacting us via:

Phone: 03 5779 1700  
Fax: 03 5779 1699  
Email: [rentals@clarkco.com.au](mailto:rentals@clarkco.com.au)  
In person: 6/18 High Street, Mansfield VIC 3722  
Visit website: [www.clarkco.com.au](http://www.clarkco.com.au)

**COLLECTION AND DISCLOSURE OF PERSONAL INFORMATION**

As professional property managers, we collect your personal information to assess the risk in providing you with the lease/tenancy of the premises you have requested and for the ongoing management of your tenancy agreement.

To carry out this role when processing your application, during the term of your tenancy and for some time thereafter, we are often required to disclose your personal information to one or more of the following:

- The landlord
- The landlord's lawyers, mortgagee or insurer
- Referees you have nominated
- Organizations/trades people required to carry out maintenance to the premises
- Rental Bond Authorities or Rent Bond Insurance providers
- Residential Tenancy Tribunals & courts
- Mercantile Agents
- National Tenancy Database Pty Ltd, a division of Veda Advantage Information Services & Solutions Limited ABN 26 000 602 862
- Other Real Estate Agents & Landlords

If your personal information is not provided to us and you do not consent to the uses to which we put your personal information, we cannot properly assess the risk to our client, or carry out our duties as professional property managers. Consequently, we then cannot provide you with the lease/tenancy of the premises.

We request that you please sign below to acknowledge that you fully understand the National Privacy Principles and the manner in which your private information may be used.

Name:.....

Signature:.....Date:.....

## ***Ntd DISCLOSURE STATEMENT***

You can contact **National Tenancy Database Pty Ltd** and ask for access to any of your personal information stored on the database by contacting us on:

Phone: 1300 563 826

Fax: 07 3009 0619

Email: [info@ntd.net.au](mailto:info@ntd.net.au)

Postal Address: GPO Box 13294, George Street, Brisbane QLD 4003

For further information about NTD and NTD's Privacy Policy, visit our website: [www.ntd.net.au](http://www.ntd.net.au)

Please note, when requesting a copy of the personal information we hold about you, proof of identity will be required e.g. Australian driver's licence, passport etc.

**We** collect the following information in accordance with the NPPs for the purpose of operating a tenancy database for risk management and risk assessment purposes and for identity verification. Generally, this information is collected from our members.

- Full name, date of birth, gender & driver's licence number, occupation
- Current & previous rental addresses
- Contact details (phone, fax and email)
- Details of rental history

Generally, personal information is used and disclosed for the purposes for which it was collected. The purposes for which we collect your personal information are:

- Provision of a database for the use of property managers, and real estate agents for risk assessment and risk management purposes
- Provision of information to third parties with regard to your tenancy including but not limited to your landlord, your landlord's mortgagee or insurer, residential tenancy tribunals and courts, rental bond boards, mercantile agents, related corporate entities, Government agencies & departments, and, in the case of commercial leases, to credit bureaus.

In addition, there may be circumstances where we are required or authorized by law to disclose your personal information e.g. to an Ombudsman, tribunal, court, law enforcement agency or Government department.

If your personal information is not provided to **ntd**, the real estate agent/property manager will **not** be able to carry out their professional responsibilities and may not be able to provide you with a lease/tenancy of the premises.

By signing this document, you consent to the collection, use and disclosure of your personal information for purposes set out above.

Name:.....

Signature:.....Date:.....