

Residential Tenancy Application

Please note

Each prospective tenant should complete a Residential Tenancy Application form.

Residential address: _____ Postcode: _____

Property rental amount (\$): _____ Property bond amount (\$): _____

Preferred Tenancy start date: / / _____ Tenancy term – if fixed, specify term (months): _____

Applicant details

To be completed by applicant

Full name: _____ Date of birth (for rental check use): / / _____

Home phone number: _____ Mobile phone number: _____

Current address: _____ Postcode: _____

Name of current landlord/agent: _____

Phone number of landlord/agent: _____ How long at this address? _____

Reason for leaving current address: _____

Previous address: _____ Postcode: _____

Name of previous landlord/agent: _____

Phone number of landlord/agent: _____ How long at this address? _____

Reason for leaving previous address: _____

Pets

No Yes If yes, number and type of pets: _____

Residential Tenancy Application Continued

Employment details

Occupation: _____ Full time Part time Casual

Position held: _____ How long employed there? _____

Salary income per week (\$): _____ Other net income per week (\$): _____

Name of current employer: _____

Address of current employer: _____ Postcode: _____

Name of contact person: _____ Phone number of contact person: _____

Name of previous employer: _____

Position held: _____ How long employed there? _____

Address of previous employer: _____ Postcode: _____

Name of contact person: _____ Phone number of contact person: _____

References

If you have written references attach copies to this form

1. Name: _____ Relationship to applicant: _____

Home phone number: _____ Work phone number: _____

2. Name: _____ Relationship to applicant: _____

Home phone number: _____ Work phone number: _____

Declaration

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

Applicant's signature: _____ Date: _____ / _____ / _____

Terms & Conditions Authority & Privacy Disclaimer

Rental Property:

Applicant's Name(s): 1.

Applicant's Name(s): 2.

I/we, the applicant/s, do solemnly and sincerely declare that the information provided is true and correct and has been supplied of my own free will. I/we, the applicant/s, understand that you as the agent for the owner have collected this information for the specific purpose of checking identification, character, creditworthiness and determining if the applicant will be a suitable tenant for the property. I/we have inspected the above listed rental property and wish to take a tenancy of such premises for a period of _____ months/years from _____ / _____ / _____ at a rental of \$_____ per week. The rent to be paid is within my means and I agree to pay a bond of \$_____.

I/we, the applicant/s, agree that I/we will not be entitled to occupation of the premises until:

- (i) Vacant possession is provided by the current occupant of the premises
- (ii) The tenancy agreement is signed by the applicant/s; and
- (iii) The payment of all monies due are paid by the applicant/s in cleared funds prior to occupation of the premises.

It is agreed that acceptance of this application is subject to a satisfactory report as to the applicant's creditworthiness. I/we understand that you as the agent are bound by the Privacy Act and the National Privacy Principles and authority is hereby given to the agent to check credit references, employment details, previous rental references, database agencies, personal references and any other searches that may verify the information provided by me. I/we also authorise the agent to give information to the owner of the property, credit providers, insurance providers, other agents, salespeople, database agencies, references named in this application or any other third party who would have a beneficial interest relating to a tenancy matter and understand this can include information about my tenancy, creditworthiness, credit standing, credit history or credit capacity. Once a tenancy agreement has been entered into the applicant/s agree that should they fail to comply with their obligations under the agreement, the failure to comply may be disclosed to third-party operators of tenant default registry agents and/or other agents.

I/we, the applicant, accept that if the application is rejected, the agent is not legally obliged to give a reason. If the application is declined I agree that my/our details will be held on file for one month after which time they will be destroyed.

Signed hereunder by all parties

Applicant 1: _____

Date: _____

Applicant 2: _____

Date: _____

Agent as Witness: _____

Date: _____

Tenant Application Information

Important Information

Please read this before completing the *Residential Tenancy Application* form.

Warning

Enter text in spaces provided only. This form will be invalid if you remove or change any questions or other text.

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Information for landlords and applicants

- This form is designed to help the landlord or real estate agent choose who will rent the nominated premises.
- This form is not, nor does it form any part of, a tenancy agreement. The rights and obligations of tenants and landlord are governed by the Residential Tenancies Act 1997.
- Applicants must be considered in accordance with the Equal Opportunity Act 1995. There must be no discrimination based on: age, sex, marital, parental or carer status, pregnancy, sexual orientation, disabilities, physical features, race, religious, political or industrial activities or beliefs or personal association with someone else who may be treated unfairly on the basis of any of the above.
- No fees can be charged for this application.
- Information supplied on this form is strictly confidential. Landlords/agents may use it to perform a rental history check but cannot provide it to any third party unless they have written approval from the applicant.
- If this application is unsuccessful, this form and any copies will be destroyed.
- If you need help with this application, call the Consumer Affairs Victoria Helpline on 1300 55 81 81 or visit consumer.vic.gov.au/renting Information for applicants
- Each prospective tenant should complete a Residential tenancy application form.
- You should contact the landlord/agent two business days after lodging your application to see if you were successful.
- If the application is successful, you will be required to:
 - produce a driver's licence or passport for identification purposes
 - pay one months rent in advance
 - pay the bond amount listed on this form
 - complete a Residential Tenancy Agreement and Condition Report.
- Remember, it is your responsibility to have all services such as telephone, gas, electricity and water connected in your name to coincide with your date of occupation.
- It is also your responsibility to insure your possessions. The landlord's insurance policy does not cover your possessions.

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

هذه المعلومات هي لأغراض إعلامية فقط. يرجى الاتصال بخدمات الترجمة والتفسير (TIS) على 131 450 (بالتكلفة المحلية) والسؤال عن إمكانية التحدث مع موظف معلومات في شؤون المستهلكين في فيكتوريا على 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 görüşürmelerini 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 xiriir 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 prevodilača i tumača (Translating and Interpreting Service – TIS) na 131 450 (po cenu lokalnog poziva) i zamolite ih da vas povežu sa Službenikom za informacije (Information Officer) u Viktorijskoj Službi za potrošačka питања (Consumer Affairs Victoria) na 1300 55 81 81.

Amharic በእንግሊዝኛ ቋንቋ ለመረዳት ችግር ካለብዎ የእስተርጓሚ አገልግሎትን (TIS) በስልክ ቁጥር 131 450 (በአካባቢ ስልክ ጥሪ ሂሳብ) በመደወል ለቪክቶሪያ ደንበኞች ጉዳይ ቢሮ በስልክ ቁጥር 1300 55 81 81 ደውሎ ከመረጃ አቅራቢ ሠራተኛ ጋር እንዲያገናኙዎት መጠየቅ።

Dari የደንበኞች ጉዳይ ለመረዳት ችግር ካለብዎ የእስተርጓሚ አገልግሎትን (TIS) በስልክ ቁጥር 131 450 (በአካባቢ ስልክ ጥሪ ሂሳብ) በመደወል ለቪክቶሪያ ደንበኞች ጉዳይ ቢሮ በስልክ ቁጥር 1300 55 81 81 ደውሎ ከመረጃ አቅራቢ ሠራተኛ ጋር እንዲያገናኙዎት መጠየቅ።

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 interprete 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.

Tenant Application Information

Please note

Applications will not be processed unless all information is supplied.

Applicant Identification Requirements

We require each applicant to provide the following:

- Authority and Privacy Disclaimer Form signed by all applicants
- Residential tenancy application
- Copies of your two most recent payslips
- 100 points of ID with at least one form of ID from each category below.

Category 1	Points
Previous Rental Ledger or Proof of regular housing payments, e.g. rent receipts, mortgage payments	50
Driver's License	40
Passport	40
Birth Certificate	40

Category 2	Points
Vehicle Registration	30
Medicare Card	30
Health Care Card	30

Category 3	Points
Debit/Credit Card	20
University or TAFE card	20
Utility account, e.g. electricity, telephone, gas (not more than 3 months old)	20

Processing Your Application

In most cases we are able to process your application within 48 hours and advise you by telephone. If we are unable to contact all of your referees or the landlord, this may take longer.

Database / Reference Checks

When processing your application our office will conduct the necessary tenant checks through a national tenancy database and any references provided.

Unsuccessful Applications

You will be notified by a member of our team if your application has been unsuccessful. As you will appreciate we receive many applications on each property and final decision is determined by the owner of the property. We will retain your application on file in the event the successful applicant does not proceed.

Office Hours

9:00am to 6:00pm, Monday to Friday