

Residential tenancy application

Important Information

Please read this before completing the *Residential tenancy application form*.

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

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 month's rent in advance
 - pay the bond amount listed on this form
 - complete a *Residential tenancy agreement* and *Condition report*.
- The landlord is responsible for giving the relevant water corporation your details for billing purposes. It is your responsibility to have all other services (such as telephone, gas and electricity) 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

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 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 sizi bir Danışma Memuru ile görüşmelerini 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 Vụ Victoria (Consumer Affairs Victoria) qua số 1300 55 81 81.

Somali Haddii aad dhibaato ku qabto fahmida Ingiriiska, La xiriiir Adeega Tarjumida iyo Afcelinta (TIS) telefoonka 131 450 (qiimaha meesha aad joogto) weydiisuna in lagugu xiro Sarkaalka Macluumaadka ee Arrimaha Macmillaha 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 pitanja (Consumer Affairs Victoria) na 1300 55 81 81.

Amharic እንግሊዘኛ ቋንቋ ለመረዳት ጥገና ካለብዎ የተተርጎሟል አገልግሎት (TIS) በስልክ ቁጥር 131 450 [በአካባቢ ጥሬ ላላብ] በመደወል በስኬተኛ ደንበኞች ጉዳይ ጽ/ቤት በስልክ ቁጥር 1300 55 81 81 ደውሎ ከመረጃ አትራቢ ሠራተኛ ጋር እንዲያገኙዎ መጠየቅ።

Dari

اگر شما مشکل دانستن زبان انگلیسی دارید، با اداره خدمات ترجمانی تحریری و شفاهی (TIS) به شماره ۱۳۱ ۴۵۰ به قیمت مخاطره محلی تماس بگیرید. وخواهید که شما را به کارمند معلومات دفتر امور مراجعین ویکتوریا به شماره ۱۳۰۰ ۵۵ ۸۱ ۸۱ ارتباط دهد.

Croatian Ako ne razumijete dovoljno engleski, nazovite Službu tumača i prevoditelja (TIS) na 131 450 (po cijeni mjesnog poziva) i zamolite da vas spoje sdjelatnikom 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 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.

Rental property details

Address:	
Postcode:	

Property rental amount (\$):	
Per week:	
Per fortnight:	
Per calendar month:	

Property bond amount (\$):	
Tenancy start date:	/ /

Tenancy term

Periodic:		Fixed:	
If fixed, specify term (months):			

Name of property manager:	
Telephone number:	
Email address:	
Name of estate agency (if applicable):	

Applicant details (to be completed by applicant)

Full name:

Current address:

Postcode:	
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Email address:	
Work telephone number:	
Mobile telephone number:	

Date of birth (for rental check use):	/ /
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How long at this address:

Years:		Months:	
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Name of current landlord/agent:

Telephone number of landlord/agent:

Reason for leaving current address:

Previous address:

How long at this address:

Years:		Months:	
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Name of previous landlord/agent:

Telephone number of landlord/agent:

Reason for leaving previous address:

Number of persons occupying property

_____ Adults	_____ Children
Please specify ages of any children _____	

Pets

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

Employment details

Occupation:			
Full time:		Part time:	
Casual:			

Salary income per week (\$):	
Other net income per week (e.g. investments) (\$):	

Name of current employer:

How long employed there

Years:		Months:	
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Position held:

Address of current employer:	
Postcode:	

Name of contact person:	
Telephone number:	

Name of previous employer:

How long employed there

Years:		Months:	
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Address of previous employer:	
Postcode:	

Name of contact person:	
Telephone number:	

If student, please complete the following

Place of study	
Income	

References (not a family member)

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

1. Name:	
Relationship to applicant:	
Home telephone number:	
Work telephone number:	

2. Name:	
Relationship to applicant:	
Home telephone number:	
Work telephone number:	

Emergency Contact

Name:	
Relationship to applicant:	
Home telephone number:	
Work telephone number:	

Bond

It is our company policy that 4 weeks rent be paid as bond
Method of bond payment (eg cash, cheque, DOH bond loan)

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Identification (photocopy must be attached)

Driver License Number:	
State Issued:	
Date of Birth:	
Vehicle Registration:	
Vehicle Make:	

Alternative Identification

Passport Number:	
Country	

Declaration

I acknowledge that this is an application to lease this property and that my application is subject to the owner's approval and the availability of the premises on the due date. I hereby declare that all information contained in this application (including 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 declare that I approve for the Real Estate to conduct database checks for NTD and Equifax based upon information provided in this application.

Applicant's signature:

Date:	/ /

You must supply 100 points of identification with your application before it can be processed

You must provide 1 form of ID from EACH category with your application

Category A: Passport, Drivers licence, Government issued photo ID, Keypass

Category B: ATM card, Credit card, Medicare card, Health Care card, Birth Certificate

Category C: Bank Statements, previous rent receipts, utility accounts, car registration papers, school ID

Other ID: By negotiation

Connection Services



P 1800 275 369

Foxie 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.

Foxie will contact you to arrange your utilities connections. You will be advised of any associated terms and conditions, including any standard connection fees that may apply. Once you have chosen your utility provider, Foxie may then need to disclose your personal information to the selected utility company. Foxie and your Agent may receive a benefit for arranging your services.

Foxie and your Agent are unable to accept responsibility for any delay or failure to connect your utility services.

Foxie is committed to protecting the confidentiality of your personal information and will at all times handle your personal details in accordance with Foxie's privacy policy available on the Foxie website.

Contact Foxie at www.foxie.com.au or call 1800 275 369.

By signing this application, I consent to my Agent referring my information to Foxie.



Your Personal Information

When a real estate agent or property manager assesses your tenancy application for a rental property they may disclose your personal information to Ntd.

Who is Ntd

Ntd is part of the Veda group of companies and operates a tenancy database.

Collection, use and disclosure by Ntd

Ntd collects, uses and discloses your personal information for the following purposes:

1. The provision of tenancy database services to real estate agents and property managers who are members of Ntd for risk assessment and risk management purposes;
2. The provision of tenancy database services to your landlord as well as the disclosure of personal information to your landlord's mortgagee or insurer;
3. To residential tenancy tribunals, Australian courts and Australian rental bond boards and where required or authorised by law to disclose your personal information;
4. To mercantile agents for the collection of debts owed by you that are overdue;
5. To the Veda group of companies for identity verification, fraud prevention and collection purposes.
6. You consent to the Veda group of companies using your personal information for the purposes of providing you information about Veda products or services that may be of interest to you. You also consent to the Veda group of companies supplying your name, address, telephone number and email to third parties for marketing purposes including direct marketing by email or other electronic means.

Opting out of direct marketing

You can opt-out of direct marketing from Ntd and the Veda group of companies at any time. To opt-out simply write to info@ntd.net.au or go to www.donotcontact.com.au.

If you do not provide your consent

If your personal information is not provided to Ntd the real estate agent/property manager will not be able to assess your application which could result on your application being declined.

Privacy Policy

For further information about the collection, use and disclosure of your personal information by the Veda group of companies, including Ntd go to www.veda.com.au/privacy.

Acknowledgement

By signing this document, you consent to the collection, use and disclosure of your personal information for some or all of the purposes.

FULL NAME

SIGNATURE

SIGNATURE OF WITNESS

DATE

PRIVACY CONSENT FORM

I/We give **my/our** permission for **my/our** landlord/rental agent to provide information to Wilsons Warrnambool and District Real Estate on present and future rental details. This information includes (without limitation);

- Confirmation of address;
- The weekly/fortnightly/monthly rent amount and the number of people on the lease;
- The rental payment history, including whether there is or has been any arrears, breach or eviction notices;
- The length of time I/we have been at the address and the lease expiry date;
- Any other information required now or whilst I/we are still under effect of the loan contract.
- Any forwarding address details and phone numbers they are in possession of after you have vacated the property

I/We give **my/our** permission for **my/our** employee previous, current or future to provide information to Wilsons Warrnambool and District Real Estate. This information includes (without limitation);

- Length of time of employment;
- Full-Time, Part-Time or casual work;
- Is employment deemed secure;
- Net average weekly wage.

NAME _____

SIGNED _____

