

## RESIDENTIAL APPLICATION FORM

Please note: This application will not be processed unless it is filled out completely with copies of all supporting documents attached.

### PLEASE READ PRIOR TO COMPLETING YOUR APPLICATION

1. The application must be accompanied by relevant supporting documentation.
2. Each adult who will be residing in the property must complete an application with relevant supporting documentation
3. Once your application has been received, NDL REALTY will assess it. You will be contacted by the relevant property manager & advised of the outcome. If you are accepted, you will be sent an electronic copy of the rental agreement within five (5) business days of receiving the payments and bond.

### APPLICANTS CHECKLIST

Before I submit this application, I have:

- ☐ Attached photocopies of supporting documents (see below)
- ☐ Inspected the property both internally and externally
- ☐ Completed all details in full on the application form
- ☐ Provided all contact details and documentation for confirmation of income source
- ☐ Read and signed all the Privacy Disclosure Statement and Privacy Consent
- ☐ Read and understood Statement of Information attached to this application form

### SUPPORTING DOCUMENTS

When submitting an application, you must include at least one item from each section per applicant.

#### Section One

Current Drivers Licence  
Proof of Age Card  
Current Passport  
Copy of Birth Certificate

#### Section Two

Current Pay Slips (2 minimum)  
If new job, please include a letter of confirmation which includes salary  
Statement of Centrelink Entitlements  
Bank Statement – *please ensure personal banking details are not visible, only balance*

#### Section Three

Previous 4 rent receipts (or ledger) if renting  
Council Rates (if own home)  
Current Motor Vehicle Registration  
Current Utilities or phone account in name of applicant

## PROPERTY DETAILS

Property Address:

Length of Tenancy

Rent

\$

per week

Start Date

## APPLICANT DETAILS

Salutation: ☒ Mr ☒ Ms ☒ Mr ☐ Mrs ☒ Dr ☒ Other (please specify)

**Name** (if applicant is an individual)

First Name:

Last Name:

Middle Name:

Date of Birth:

Drivers Licence No.

Issuing State:

Passport No.

Passport Country:

Motor Vehicle Make & Model:

Registration No.

**Organisation** (if applicant is an organization)

ABN:

Company Name:

**Contact Details** (Please provide at least one phone number)

Email:

Mobile:

Work:

Home:

**Number of persons to occupy the property**

Adults:

Children:

**Name of others to occupy the property** (all adult residents must submit a tenancy application form, even if they are not to be named on the rental agreement.)

**Names of Children** (if any)

**Pets: Yes/ No – If Yes, please provide details**

Pet Type:

Age:

Pet Breed:

Council Registration:

Name:

Inside: ☐

Outside: ☐

**Smoker:** ☐ Yes ☐ No -If Yes, do you smoke inside? ☐ Yes ☐ No

**Emergency Contact Person** (please provide an emergency contact not living with you e.g., next of kin)

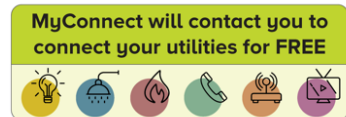
Full Name:		Relationship to you:
Mobile:	Home No.	Work No.
Current Address:		

**If paying rent by a Company, the name of Company**

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If your rent is to be paid by a company as part of your salary package then the Company may have to be the renter and you the approved applicant – please discuss this with us.

**Utility Connection Service**



**Select your required utilities:**

<input checked="" type="checkbox"/> Water (Compulsory)	<input type="checkbox"/> Electricity	<input type="checkbox"/> Gas
<input type="checkbox"/> Internet	<input type="checkbox"/> Phone	<input type="checkbox"/> Pay TV

Unless I have opted out of this section, I/we:

Consent to the disclosure of information on this form to myconnect ABN 65 627 003 605 for the purpose of arranging the connection of nominated utility services; consent to myconnect disclosing personal information to utility service providers for the stated purpose and obtaining confirmation of connection; consent to myconnect disclosing confirmation details (including NMI, MIRN, utility provider) to the Real Estate Agent, its employees and myconnect may receive a fee/incentive from a utility provider in relation to the connection of utility services; acknowledge that whilst myconnect is a free service, a standard connection fee and/or deposit may be required by various utility providers; acknowledge that, to the extent permitted by law, the Real Estate Agent, its employees and myconnect shall not be liable for any loss or damage (including consequential loss and loss of profits) to me/us or any other person or any property as a result of the provision of services or any act or omission by the utility provider or for any loss caused by or in connection with any delay in connection or provision of, or failure to connect or provide the nominated utilities. I acknowledge that myconnect record all calls for coaching, quality and compliance purposes.

<input type="checkbox"/> OR Tick here to opt out	1300 854 478   enquiry@myconnect.com.au   myconnect.com.au

**RENTAL HISTORY**

**RENTAL HISTORY** immediately prior to this application I was residing in my own home:   ☐ Yes   ☐ No

Current Rental Provider/ Agent Name:		Email Address:
Work:	Mobile:	After hours phone:
Length of this Tenancy:	Rental: \$ _____ per week	Reason for leaving:

**Previous Rental Provider** (if above is less than 3 years)

Rental Provider's Name:		
Property Address:		
Work:	Mobile:	After hours phone:
Length of this Tenancy:	Rental: \$ _____ per week	Reason for leaving:

## EMPLOYMENT HISTORY

### 1. Current Employer

Contact Person:		Email Address:
Work:	Mobile:	After hours phone:
Position Held:		Annual Salary: \$
Duties		Length of Employment

### 2. Previous Employer

Contact Person:		Email Address:
Work:	Mobile:	After hours phone:
Position Held:		Annual Salary: \$
Duties		Length of Employment

Other income sources that are relevant

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If self-employed, please complete:

Company Name:		
Business Address:		Business Type:
Suburb:	Postcode:	ABN:
Accountant Name:		Phone:
Email:	Address:	

### Personal Reference 1

Name:	
Relationship:	
Phone:	Email:

### Personal Reference 2

Name:	
Relationship:	
Phone:	Email:

### Other Sources of Income


### Centrelink Benefits

Type:	\$ _____ per fortnight
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### Additional Source of Income

Type:	\$ _____ per wk/fn/month
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If studying, please complete this section (*\*please request for a Parental Guarantee Form*)

Course Name:		
Name of Institution:		
Enrolment Number (ID):	What Year Are You In:	Course Length:
(Start Date & End Date)		

Parents' Name

Phone No.	Are you receiving financial support? <input type="radio"/> Yes <input type="radio"/> No – If yes, please specify how much
	\$ _____

### Additional Information

Do you have any other applications pending on other properties? ☐ Yes ☐ No

How did you find out about this property? ☐ NDL REALTY Website ☐ realestate.com.au ☐ domain.com.au

☐ Personal Referral ☐ Others (please specify)

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Other information that may support your application:

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## Consent

This property is offered subject to the Rental Provider's approval and no action shall be taken by the applicant against the rental provider and NDL REALTY should any circumstances arise whereby the property is not available for occupation on the due date.

I/We declare that the information supplied is true and correct and that the supply of false information shall be grounds for immediate termination of the rental agreement should the rental agreement be granted on the basis of this false information.

I/We confirm that I/we have inspected the premises and am satisfied with the current condition and cleanliness of the property.

I/We acknowledge that the premises is a "Smoke Free Zone" and I/we will ensure there is no smoking inside the premises.

Name:	Signature:	Date:
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## Privacy Statement

I hereby offer to rent the property from the Rental Provider under a rental agreement to be prepared by the Agent. Should this application be accepted by the rental provider I agree to enter into a Residential Rental Agreement.

I acknowledge that this application is subject to the approval of the Rental Provider. I declare that all information contained in this application (including the 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 authorise the Agent to obtain personal information from:

- The Rental Provider or the Agent of my current or previous residence;
- My personal referees and employer/s;
- Any record listing or database of defaults by renters;

If I default under a rental agreement, I agree that the Agent may disclose details of any such default to a tenancy default database, and to agents/rental providers properties I may apply for in the future.

I am aware that the Agent will use and disclose my personal information in order to:

- Communicate with the Rental Provider and select a renter
- Prepare rental agreement documents
- Allow tradespeople or equivalent organisations to contact me
- Lodge/claim/transfer to/from a Bond Authority
- Refer to Tribunals/Courts & Statutory Authorities (where applicable)
- Refer to collection agents/lawyers (where applicable)
- Complete a credit check with NTD (National Tenancies Database)
- Transfer water account details into my name

I am aware that if information is not provided or I do not consent to the users to which personal information is put the Agent cannot provide me with the rental agreement of the premises. I am aware that I may access personal information on the contact details above.

Name:	Signature:	Date:
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# Statement of Information for Rental Applicants

*Residential Tenancies Act 1997* Section 29C

*Residential Tenancies Regulations 2021* Regulation 14

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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/](http://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/](http://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](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 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 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 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 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 ለቪክቶሪያ ደንበኞች ጉዳይ ቢሮ በስልክ ቁጥር 1300 55 81 81 ደውሎ ከመረጃ አቅራቢ ሠራተኛ ጋር እንዲያገናኝዎት 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 essee messi in comunicazione con un operatore addetto alle informazioni del dipartimento "Consumer Affairs Victoria" al numero 1300 55 81 81.