

Renter's Application Form – VIC

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. Bank Cheque or Money Order made payable to: Little Real Estate will be taken as initial payment.
3. If you are approved you will be required to pay bond and the first calendar months' rent to secure the property within 48 hours of acceptance.
4. You will be required to attend a sign-up appointment within 48 hours of approval to sign lease documentation.

Rent Payment

- Direct Debit is our preferred rent payment method and is a free option for renters.
A Direct Debit form will be provided to you at the Tenancy sign up.
Please speak to your property manager about other payment options if required.

Applicants Checklist

Before I submit this application, I/we 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 Documentation

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

Section One

Drivers Licence
Proof of Age Card
Passport
Bank Statement – *please ensure personal banking details are not visible, only balance*

Section Two

Current Pay Slips (2 minimum)
If new job, please include a letter of confirmation which includes salary
Statement of Centrelink Entitlements

Section Three

Previous 4 rent receipts (or ledger)
Council Rates
Motor vehicle registration
Utilities or phone account

Address of property you are applying for

Preference 1
Preference 2

Tenancy Requirements

Length of tenancy months Rent \$ per week Lease start date

Names of other applicants

Names of children (if any)

No. of pets (including breed & age)

Do you own an investment property in Australia? Yes / No

Primary Contact

First Name	Last Name	Email
Phone	Mobile	
Drivers Licence No.	State of issue	Passport No.
Number of vehicles	Car Rego	

Emergency Contact

Please provide an emergency contact not living with you (eg: Next of Kin)

Name	Relationship to you	Contact phone
Address		

Current Address Details

If owner occupier include details here.

Current rent / mortgage	\$	per week	How long have you lived there?	years	months
Current Address					
Agent / Rental Provider	Phone				
Email	Reason for leaving				

Previous Rental Details

Rent	\$	per week	How long have you lived there?	years	months
Property address					
Agent / Rental Provider	Phone				

Current Employment/Self Employed

If less than 6 months in current job please also provide previous employment details.

Company Name	Your position
Payroll or Accountant	Payroll/Accountant work phone
Company address	Net income (after tax) \$
Length of employment	Business Type/ABN (if applicable) per wk / fn / mth

Student

Are you a full time student? Yes / No	TAFE / University	Student No.
Contact name	Contact No.	
Do you receive income from your parents? Yes / No	Amount \$	
Name of parents	Phone	per week

Centrelink Benefits

Type	\$	per fortnight
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Additional source of income

Type	\$	per wk / fn / mth
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Personal Referee (cannot be related)

Referees Name	Occupation
Relationship to you	Phone

Applicant Two

(for additional applicants please copy this page)

First Name	Last Name	Email
Phone	Mobile	
Drivers Licence No.	State of issue	Passport No.
Number of vehicles	Car Rego	

Emergency Contact

Please provide an emergency contact not living with you (eg: Next of Kin)

Name	Relationship to you	Contact phone
Address		

Current Address Details

If owner occupier include details here.

Current rent / mortgage	\$	per week	How long have you lived there?	years	months
Current Address					
Agent / Rental Provider	Phone				
Email	Reason for leaving				

Previous Rental Details

Rent	\$	per week	How long have you lived there?	years	months
Property address					
Agent / Rental Provider	Phone				

Current Employment/Self Employed

If less than 6 months in current job please also provide previous employment details.

Company Name	Your position
Payroll or Accountant	Payroll/Accountant work phone
Company address	Net income (after tax) \$
Length of employment	Business Type/ABN (if applicable) per wk / fn / mth

Student

Are you a full time student? Yes / No	TAFE / University	Student No.
Contact name	Contact No.	
Do you receive income from your parents? Yes / No	Amount \$	
Name of parents	Phone per week	

Centrelink Benefits

Type	\$	per fortnight
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Additional source of income

Type	\$	per wk / fn / mth
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Personal Referee (cannot be related)

Referees Name	Occupation
Relationship to you	Phone

Confirmation

I confirm that during my inspection of this property I found it to be in a satisfactory condition and suitable for occupancy. If No, I believe the following items should be attended to prior to the commencement of my tenancy. I acknowledge and understand that these items are subject to the Rental Provider's approval and do not form part of the Tenancy Agreement.

I also acknowledge that this rental application is subject to the Rental Provider's approval and I consent to the information provided in this application being verified and a reference check on VEDA being undertaken.

Privacy Act Acknowledgement for Renters

I provide consent for the Agency as part of application processing to contact all necessary people (such as referees, other agents, tenancy databases) to verify the Application information provided and understand that all Federal Privacy Act requirements and the Australian Privacy Principles will be adhered to by the Agency.

I consent to my personal information being passed on during the tenancy (should it commence) and after the tenancy if required to other third parties which include however are not limited to tradespeople/contractors, salespeople, bodies corporate, tenancy databases and other relevant parties in full compliance with the Federal Privacy Act and any other relevant information. The Rental Provider of the property will be provided all relevant information as the tenancy agreement is between the Rental Provider and the Renter; the agency manages the property on behalf of the Rental Provider. The agreement should it commence is a contract between the Rental Provider and the Renter; personal information will be passed onto the Rental Provider as the owner of the property.

A detailed copy of our Privacy Policy can be found at www.everestar.com.au

I also acknowledge that:

I am responsible for ensuring the main power switch is turned off to enable power to be connected.

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

Sign here

Primary contact

Name: Signature: Date:

Sign here

Applicant two

Name: Signature: Date:

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

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 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 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 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.