



# Residential Tenancy Application

For your application to be processed you must answer all questions  
(Including the reverse side)

DATE OF APPLICATION

<input type="text"/>	<input type="text"/>	/	<input type="text"/>	<input type="text"/>	/	<input type="text"/>	<input type="text"/>
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## PERSONAL INFORMATION

Full Name :	<input type="text"/>		
Nickname :	<input type="text"/>	Drivers Licence No:	<input type="text"/>
Date of Birth :	<input type="text"/> <input type="text"/> / <input type="text"/> <input type="text"/> / <input type="text"/> <input type="text"/>	State of Issue:	<input type="text"/>
Email :	<input type="text"/>	Ulterative ID: (passport no)	<input type="text"/>
Phone no:	<input type="text"/>	Pension Type: (If applicable)	<input type="text"/>
Occupation :	<input type="text"/>		
Current Address:	<input type="text"/>	Mobile:	<input type="text"/>
	<input type="text"/>	email:	<input type="text"/>
Car Type & Registration:	<input type="text"/>	Pets:	<input type="text"/>

Completed Pet Request Application attached:

<input type="checkbox"/>	<input type="checkbox"/>
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Yes:

No:

## RENTAL PROPERTY INFORMATION

Rental Address:	<input type="text"/>		
Date lease to start:	<input type="text"/>	Lease Term:	<input type="text"/>
Number of Occupants:	<input type="text"/>	Rent / Bond:	<input type="text"/>

## EMPLOYMENT INFORMATION

Employers Name:

Employers

Phone no:

Address:

Email:

Occupation :

Length of

Employment:

Contact Name:

Net Income  
per week:

Net income  
per month:

## PREVIOUS EMPLOYMENT INFORMATION

Employers Name:

Employers

phone no:

Address:

Email:

Length of

Employment:

Contact Name:

Net income  
per week:

Net income  
per month:

## EMERGENCY CONTACT INFORMATION

Name:	<input type="text"/>		
Phone no:	<input type="text"/>	Relationship:	<input type="text"/>
Address:	<input type="text"/>	Email:	<input type="text"/>
	<input type="text"/>		<input type="text"/>

## CURRENT RENTAL HISTORY

Property address:	<input type="text"/>		
How long have you lived at this address :	<input type="text"/>	Bond paid amount:	<input type="text"/>
Rent paid per month:	<input type="text"/>	Bond refunded in full?	<input type="text"/>
Reason for leaving:	<input type="text"/>	If not, why:	<input type="text"/>
LANDLORD /AGENTS DETAILS	<input type="text"/>	Phone no:	<input type="text"/>
	<input type="text"/>	Email:	<input type="text"/>

## PREVIOUS RENTAL HISTORY

Property address:	<input type="text"/>		
How long did you live at this address:	<input type="text"/>	Bond paid amount:	<input type="text"/>
Rent paid per month:	<input type="text"/>	Bond refunded in full?	<input type="text"/>
Reason for leaving:	<input type="text"/>	If not, why:	<input type="text"/>
LANDLORD /AGENTS DETAILS	<input type="text"/>	Phone no:	<input type="text"/>
	<input type="text"/>	Email:	<input type="text"/>

## PERSONAL REFEREES

**Name:**

**Phone no:**  **Relationship:**

**Address:**  **Email:**

**Occupation:**

**Name:**

**Phone no:**  **Relationship:**

**Address:**  **Email:**

**Occupation:**

**Name:**

**Phone no:**  **Relationship:**

**Address:**  **Email:**

**Occupation:**

**Name:**

**Phone no:**  **Relationship:**

**Address:**  **Email:**

**Occupation:**



## FORM 3

### RESIDENTIAL TENANCIES ACT 1997 (SECTION 29C)

#### STATEMENT OF 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 person 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 unfavorably 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 [vcatvic.gov.au](http://vcatvic.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 [humanrightscscommission.vic.gov.au](http://humanrightscscommission.vic.gov.au) or by calling 1300 292 153.



## TENANCY PRIVACY STATEMENT

Due to recent changes in the Privacy laws from December 21st, 2001, all property managers must ensure that you fully understand the National Privacy Principles and the manner in which we must use your private information in order to carry out our role as professional property managers. Please take time to read this Privacy Statement carefully and once completed, return it to our office. As professional Property Managers Belle Maison PM collects personal information about you. To ascertain what personal information we have about you, you may contact us.

### Primary Purpose

As professional property managers, we collect your personal information to assess the risk in providing you with the Rental Agreement/tenancy of the premises you have requested and if the risk is considered acceptable, to provide you with the Rental Agreement/tenancy of the premises.

To carry out this role and during the term of your tenancy, we usually disclose your information to:

- The Rental Provider
- The Rental Provider's lawyers
- The Rental Provider's mortgagee/insurers
- Referees you have nominated
- Organisations/Tradespeople required to carry out maintenance to the premises
- Rental Bond Authorities
- Residential Tenancy Tribunals/Courts
- Mercantile Agents
- National Tenancy Database Pty Ltd (ABN 65 079 105 025) ("NTD")
- Other Real Estate Agents and Landlords

### Secondary Purpose

We also collect our personal information to

1. Enable us, or the Rental Provider's lawyers, to prepare the Rental Agreement/tenancy documents on the premises.
2. Allow organisations/tradespeople to contact you in relation to maintenance matters relating to the premises.
3. Pay/release rental bonds to/from Rental Bond Authorities (where applicable)
4. Refer to Tribunals, Courts and Statutory Authorities (where necessary).
5. Refer to Collection Agents/Lawyers (where default/enforcement auction is required).
6. Provide confirmation details for organisations contacting us on your behalf ie banks, utilities, employers, etc.

If your personal information is not provided to us and NTD, 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 may not provide you with the Rental Agreement/tenancy of the premises.

### NTD Disclosure Statement

You can contact National Tenancy Database (ABN 65 079 105 025) (NTD), a division of VEDA Advantage Information Services and Solutions Limited (ABN 26 000 602 862) and ask for access to any of your personal information stored on the database by:

- Telephone: 1300 563 826      Email: [info@ntd.net.au](mailto:info@ntd.net.au)      Visit website: [www.ntd.net.au](http://www.ntd.net.au)

### Primary Purpose

NTD collects your personal information to provide to its members historical tenancy and location information on individuals and companies who/which lease residential and commercial property from or through licensed real estate agent members of NTD. NTD also provides credit information on companies/directors applying for commercial leases.

The real estate agent/property manager will advise NTD of your conduct throughout the Rental Agreement/tenancy, and that information will form part of your Renter history.

NTD usually discloses information to:

1. Licensed real estate agent members
  - NTD's parent company, Collection House Limited (ABN 74 010 230 716) and its subsidiaries
2. Credit Bureaus

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Applicants Name

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Applicants Signature



## APPLICATION GUIDELINES

A message to all prospective Renters

- Please be assured that all information provided in your application will remain confidential and not discussed with any other party with the exceptions of the Rental Provider and as required for the purpose of processing your application.

Please allow at least 1-2 business days to process your application. Processing does not always take this long, however, the Rental Provider must be consulted to make the final decision on the application and they are not always

immediately accessible. Delays will be incurred if the application is not completed correctly.

For identification purposes, you are required to provide 100 points as follows - At least one form of identification must be a photo ID. Points are as follows -

- Drivers licence / Passport / Birth Certificate = 40 points
- Other Photos ID = 30 points
- Bank / Credit / Medicare / Health Card = 20 points
- Telephone / Electricity / Gas account = 10 points

If you are living in Australia on a Visa please provide us with a legible copy

Please provide your two most recent pay slips

Self-employed - Please provide a letter from your accountant on their letterhead confirming that the rent is an acceptable expense. How to calculate the monthly rental payable? Weekly rental/7 days of the week x 365 days of the year/12 months

Note: Monthly rental is calculated to the next dollar

Within 24 hours upon confirmation of approval you will be required to sign a Rental Agreement and pay the first month's rent and bond by either EFT, bank cheques or money orders. Failure to do so may result in the next applicant being given preference or the property re-listed for Rental Agreement. All future rental payments are only accepted by direct debit from either a cheque or savings account If you are successful please complete a direct debit authorization form

It is your responsibility to arrange to have all services connected in your name to coincide with your date of occupation this. It is your responsibility to ensure that the main power switch is turned off before the power is connected.

I / we acknowledges that the premises are a "Smoke Free Zone" and will ensure they and their invitees do not smoke inside the premises.

The property is available for leasing as presented. Reasonable requests will be presented to the Rental Provider for consideration. The Rental Provider makes the final decision on such requests.

Keys and condition report will not be available until the day the tenancy commences. Personal belongings will not be able to be stored at the property until the keys are handed over at the commencement of the tenancy.

I/ We agree to all of the above points.

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**Applicants Name**

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**Applicants signature**

### UTILITY CONNECTIONS

Connectnow is a FREE service connecting utilities and other services. If the Agent approves this application, Connectnow will call you to confirm your details by the next business day. PLEASE SELECT BELOW to indicate services you would like connected.

- ELECTRICITY
- GAS
- INTERNET
- TELEPHONE
- PAY TV

Ph: 1300 554 323 Fax: 1300 889 598  
info@connectnow.com.au

DECLARATION AND ACCEPTANCE: I/We consent to the disclosure of this application form (including any personal information contained in this form) to Connectnow Pty Ltd (ABN 79 097 398 662) for the purpose of allowing Connectnow to contact me for the connection and disconnection of services as offered by Connectnow I/We acknowledge that if I/We do not provide my/our personal information, Connectnow will not be able to provide its services to me/us. Connectnow will ensure that my/our personal information is collected, used, held and disclosed in accordance with the requirements of the Privacy Act 1988 (Cth). I/We consent to Connectnow and its Agents disclosing my/our personal information to providers of the services I/We have indicated above that we would like to connect for the connection of those services and the disconnection of any existing services. I/We consent to Connectnow disclosing connection confirmation details to the Agent. I/We acknowledge that the Agent, its employees and Connectnow may receive a benefit in relation to the connection of any of the services listed above. I/We consent to Connectnow contacting me by phone or SMS in relation to the connection of the services listed above. I/We acknowledge that this consent permits Connectnow to contact me even if the numbers listed on this application are listed on the Do Not Call Register. Connectnow will otherwise collect, hold, use and disclose personal information in accordance with its privacy policy, which is available at [www.connectnow.com.au/terms-and-conditions.asp?from=dfent](http://www.connectnow.com.au/terms-and-conditions.asp?from=dfent) and which sets out how to access and correct the personal information that Connectnow holds and how to lodge a complaint relating to Connectnow's treatment of personal information. Connectnow is a free service, but I/We acknowledge that standard connection fees may apply for services connected (in addition to the ongoing service fees). I/We acknowledge that neither Connectnow nor the Agent accept any responsibility for any delay in or failure to arrange or provide for any connection or disconnection of a service or for any loss, damage, cost or expense in connection with such delay or failure. By signing this application I/We understand Connectnow is a value add product and that I/We are under no obligation to use -Connectnow

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**Applicants signature**