


**Residential Application Form**  
**For your application to be processed you must answer**  
**all questions (Including the reverse)**



A. AGENT DETAILS	
<b>First National - McConnell</b>	
<b>Address:</b>	214 Allan Street, Kyabram VIC 3620
<b>Phone:</b>	(03) 5853 2588
<b>Fax:</b>	(03) 5853 2559
<b>Email:</b>	mail@kyabramrealestate.com.au
<b>Web:</b>	www.kyabramrealestate.com.au
B. PROPERTY DETAILS	
<b>1. What is the address of the property you would like to rent?</b>	
<input type="text"/>	
Postcode <input type="text"/>	
<b>1a. Who did you view this property with?</b>	
<input type="text"/>	
Date:     /     /	
<b>1b. Property Rental</b>	
\$ <input type="text"/> per week	\$ <input type="text"/> per month
<b>2. Lease commencement date?</b>	
<input type="text"/> Day	<input type="text"/> Month
<input type="text"/> Year	
<b>3. Lease term?</b>	
<input type="text"/> Years	<input type="text"/> Months
<b>4. How many tenants will occupy the property?</b>	
<input type="text"/> Adults	<input type="text"/> Children
Ages _____	
C. PERSONAL DETAILS	
<b>5. Please give us your details</b>	
Mr <input type="checkbox"/>	Ms <input type="checkbox"/>
Miss <input type="checkbox"/>	Mrs <input type="checkbox"/>
Other <input type="checkbox"/>	
Surname <input type="text"/>	Given Name/s <input type="text"/>
Date of Birth (we require this information to confirm your identification) <input type="text"/>	
Driver's licence number <input type="text"/>	
Driver's licence state <input type="text"/>	Driver's licence expiry date <input type="text"/>
Passport no. <input type="text"/>	Passport country <input type="text"/>
Pension no. (if applicable) <input type="text"/>	Pension type (if applicable) <input type="text"/>
<b>6. Please provide your contact details</b>	
Home phone no. <input type="text"/>	Mobile phone no. <input type="text"/>
Work phone no. <input type="text"/>	Fax no. <input type="text"/>
Email address <input type="text"/>	
<b>7. What is your current address?</b>	
<input type="text"/>	
Postcode <input type="text"/>	
Property Manager Name <input type="text"/>	
Application Fax to Direct Connect (If Required) <input type="checkbox"/>	

D. UTILITY CONNECTIONS	
Direct Connect is a FREE service that can connect you to the following utilities and services in your new home:	
Electricity Gas Water Phone Internet	Pay TV Cleaners Removalist Truck or Van hire
 MAKES MOVING EASY	
<b>GET CONNECTED IN 4 EASY STEPS</b>	
<b>Step 1</b>  Tick the box	<b>Step 2</b>  We'll call you
<b>Step 3</b>  It's a smart choice	<b>Step 4</b>  Get connected
<input type="checkbox"/> <b>YES</b>	
I consent to;	
<ul style="list-style-type: none"> <li>➢ First National McConnell providing my personal information to Direct Connect including name, address, email and phone number.</li> <li>➢ Direct Connect contacting me in relation to my utilities and service connections.</li> <li>➢ Direct Connect obtaining metering information for the premises I am moving to.</li> </ul>	
<i>Applicant 1</i>	
Signature <input type="text"/>	Date <input type="text"/>
<i>Applicant 2 (if applicable)</i>	
Signature <input type="text"/>	Date <input type="text"/>
Signature <input type="text"/>	Date <input type="text"/>
570 Church St, Cremorne VIC 3121 P: 1300 664 715 F:1300 664 185. www.directconnect.com.au	
E. DECLARATION	
I hereby offer to rent the property from the owner under a lease to be prepared by the Agent. Should this application be accepted by the landlord I agree to enter Into a Residential Tenancy Agreement.	
I acknowledge that this application is subject to the approval of the owner/ landlord. 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:	
(a) The owner or the Agent of my current or previous residence; (b) My personal referees and employer/s; (c) Any record listing or database of defaults by tenants such as NTD, TICA or TRA for the purpose of checking your tenancy history; I am aware that I may access my personal information by contacting -	
<ul style="list-style-type: none"> <li>• NTD: 1300 563 826</li> <li>• TICA: 1902 220 346</li> <li>• TRA: (02) 9363 9244</li> </ul>	
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/landlords of properties I may apply for in the future.	
I am aware that the Agent will use and disclose my personal information in order to:	
(a) communicate with the owner and select a tenant (b) prepare lease/tenancy documents (c) allow tradespeople or equivalent organisations to contact me (d) lodge/claim/transfer to/from a Bond Authority (e) refer to Tribunals/Courts & Statutory Authorities (where applicable) (f) refer to collection agents/lawyers (where applicable) (g) complete a credit check with NTD (National Tenancies Database) (h) transfer water account details into my name	
I am aware that if information is not provided or I do not consent to the uses to which personal information is put, the Agent cannot provide me with the lease/tenancy of the premises.	
Signature <input type="text"/>	Date <input type="text"/>

**F. APPLICANT HISTORY****8. How long have you lived at your current address?**

<input type="text"/>   <input type="text"/>	Years	<input type="text"/>   <input type="text"/>	Months
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**9. Why are you leaving this address?**

**10. Landlord/Agent details of this property (if applicable)**

Name of landlord or agent

Landlord/agent's phone no.

Weekly Rent

 \$
**11. What was your previous residential address?**


Postcode

**12. How long did you live at this address?**

<input type="text"/>   <input type="text"/>	Years	<input type="text"/>   <input type="text"/>	Months
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**13. Landlord/Agent details of this property (if applicable)**

Name of landlord or agent

Landlord/agent's phone no.

Weekly Rent

 \$
**G. EMPLOYMENT HISTORY****14. Please provide your employment details if applicable, or a copy of your Centrelink statements**

We require this information to assess your affordability of the property

What is your occupation?

What is the nature of your employment?  
(FULL TIME/PART TIME/CASUAL)

Employer's name (inc. accountant if self employed or institution if student)

Employer's address

Postcode

Contact name

Phone no.

Length of employment

<input type="text"/>   <input type="text"/>	Years	<input type="text"/>   <input type="text"/>	Months
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Net Income

 \$
**\*\*\* Please provide 3 current payslips as proof of income\*\*\*****15. Please provide your previous employment details**

Occupation?

Employer's name

Length of employment

<input type="text"/>   <input type="text"/>	Years	<input type="text"/>   <input type="text"/>	Months
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Net Income

 \$

If student Identification No.

International Yes / No

Visa Expiry date \_\_\_/\_\_\_/\_\_\_

Unemployment Benefit/ Allowance Per week

 \$
**H. CONTACTS / REFERENCES****16. Please provide a contact in case of emergency**

Surname

Given name/s

Relationship to you

Phone no.

**17. Please provide 2 personal references (not related to you nor friends)**

1. Surname

Given name/s

Relationship to you

Phone no.

2. Surname

Given name/s

Relationship to you

Phone no.

**I. OTHER INFORMATION****18. Car Registration**

**19. Please provide details of any pets**

Breed/type

Council registration / number


**PLEASE NOTE**

Initial payments must be made by cash, bank cheque or money order within 24 hours after approval of application. No Personal Cheques accepted.

Keys will not be handed over until the lease agreement has been signed by all applicants.

This application is accepted subject to the availability of the property on the due date and no action shall be taken by the applicant against the landlord and the agent should any circumstances arise whereby the property is not available for occupation on the due date.

**HOW DID YOU FIND OUT ABOUT THIS PROPERTY?**

- |                                |                                       |  |
|--------------------------------|---------------------------------------|--|
| <input type="radio"/> The Age  | <input type="radio"/> The Internet    | <input type="radio"/> Local Paper        |
| <input type="radio"/> Board    | <input type="radio"/> Counter List    | <input type="radio"/> Relocation Company |
| <input type="radio"/> Referral | <input type="radio"/> Other (specify) |  |

**PLEASE PROVIDE US WITH 100 POINTS OF IDENTIFICATION**

Driver's Licence	50
Passport	50
Proof of Age Card	50
Student ID Card	50
Copy of Mobile Phone Account	20
Copy of Medicare Card	20
Concession / Pension Card	10
Copy of gas/Water/Electricity account	30 each

**OFFICE USE ONLY**

Property Rental

<input type="text"/> \$	per week	<input type="text"/> \$	per month
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# Statement of Information for Rental Applicants

*Residential Tenancies Act 1997* Section 145A

*Residential Tenancies Regulations 2021* Regulation 55

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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 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** ባለሙያዎች በግልጽ ለመረጃ ለማግኘት (TIS) ለግልጽ ግንኙነት 131 450 (በግልጽ ግንኙነት ለማግኘት) ለማግኘት ለማግኘት ለማግኘት 1300 55 81 81 ለማግኘት ለማግኘት ለማግኘት ለማግኘት

### 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.