



**first
national**
REAL ESTATE

Neilson Partners

TENANCY APPLICATION

Property Management



BERWICK

57 High Street, Berwick

P: 03 9707 6001

E: rentalsberwick@neilsonpartners.com.au
neilsonpartners.com.au



NARRE WARREN

418 Princes Highway, Narre Warren

P: 03 9705 4888

E: rentalsnarrewarren@neilsonpartners.com.au
neilsonpartners.com.au



PAKENHAM

130 Main Street, Pakenham

P: 03 5941 4444

E: rentalspakenham@neilsonpartners.com.au
neilsonpartners.com.au

Important - Before Completing Application please read

Step 1 Schedule & Attend an Inspection

Regular "rental list" updates are available on our website (www.neilsonpartners.com.au). Once you have found a property of interest, please register for an inspection by simply clicking on the red 'Book Inspection' button.

Step 1 Fill in your details

Step 2 Click 'Register Details'

Step 3 Receive immediate confirmation Email/SMS. If there are no inspection times set, we will contact you when times become available. Don't forget that rental lists are also available at each of our offices or via email by request.

Step 2 Submit an Application

Incomplete application forms or those with missing documentation, cannot be processed. Each adult will need to:

Satisfy: a Proof of identity 100 Point Check. Please refer to ID break down below.

Provide: income evidence - : 2 recent pay slips, pension / centrelink statement, bank balance.

Provide: please provide a rates notice showing ownership if you have recently sold your home.

Complete: all relevant fields including property address, lease start date, length of term and pet request.

Sign: their portion of the application in order for us to qualify their details.

Notify: their referees to expect our call - (i.e.: employers, real estate agents and personal references)

PLEASE ONLY APPLY ONCE YOU HAVE READ THE PROPERTY DISCLOSURE STATEMENT.

Step 3 Approval

Your application will be submitted to the Rental Provider for their consideration. This is always the their decision. Rental Providers are entitled to reject an application without providing a reason. We aim to advise you of your application outcome within two business days of complete lodgement, however, this is dependent upon the availability of referees, volume of applicants at the time and the Rental Provider. We understand that you will be keen to know asap. If you are unsuccessful, we will hold your application for two weeks so that you may apply for alternative properties. We will then destroy it to protect your privacy.

Step 4 Lease and Rent

If you are the successful applicant, you will be contacted and arrangements will be made for you to execute your new Rental Agreement within 48 hours of acceptance. This is important to secure the property as it will continue to be available to other applicants until this is done. You will be required to pay the first month's rent and full bond prior to the Rental Agreement commencement date - bond will be payable upon signing of the Rental Agreement.

BOND: By direct credit into our Trust Account. **FIRST MONTHS RENT:** By direct credit into our Trust Account. Cash and personal cheques will NOT be accepted for either deposit.

Step 5 Move In

Our Property Management Staff will be able to advise you of the process regarding collection of your keys, induction pack and payment of your first month's rent. Keys will not be handed over until all applicants have signed the agreement and all monies are received.

Good Luck with your Application - we wish you well with your search for a new home.

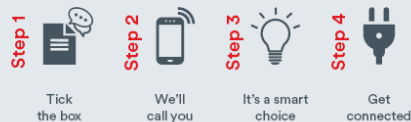
Failure to provide all requested documentation will result in your application not being processed.

Mandatory 100 Points of ID

Current Rent history Ledger or last four rent receipts	50 Points	Bank Statement / Centrelink Statement / Pay Slips (MANDATORY)	20 Points
Current Drivers Licence (with photo)	40 Points	Medicare Card or Debit/Credit Card	10 Points
Passport (Australian or Non Australian Resident)	30 Points	Citizens Certificate or Birth Certificate	10 Points
Proof of Age Card - (with Photo)	30 Points	Latest Phone, Electricity or Gas account (current address)	10 Points
Current motor vehicle registration	30 Points	Working with Children's Card	10 Points

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**TO GET CONNECTED ASK YOUR AGENT
TO SEND US YOUR DETAILS**

Call us on 1300 664 715 or visit directconnect.com.au

* For Terms and Conditions visit directconnect.com.au/guarantee

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We are Australia's No. 1 Moving Services Company. Over the last 14 years, we have helped more than 1 million people move house and we would love to help you too!

With just one call, our free, no-obligation service can help you connect all your services from the moment you move in, so you can focus on enjoying your new home.

Residential Tenancy Application Form

PROPERTY DETAILS

Proposed Property _____ Post Code: _____

Rent Per Week: \$ _____ Rent Per Month: \$ _____ Bond Amount: \$ _____

Length of Tenancy: _____ Years _____ Months Tenancy to Commence: ____/____/____

How many Renters will occupy the property? _____ Adults _____ Children _____

Pets: Y / N (circle) Types: _____ Reg #: _____ Breed/s: _____ Ages: _____ Inside / Outside

Was the property reasonably clean when viewed? Y/N _____ Date viewed ____/____/____

How did you find out about this property?

Board
 The Internet
 Relocation Company
 Referral
 Rental List
 Other (specify) _____

Applicant One: Personal Details

First Name: _____

Surname: _____

Date of Birth: ____/____/____ Rego: _____

Drivers Licence no.: _____ State: _____

Licence Expiry: ____/____/____ Smoker: outside only

Passport no.: _____ Country: _____

Pension type: _____ Number: _____

Mobile: _____ Phone: _____

Email: _____

Work Phone: _____

Current Address: _____

Applicant Two: Personal Details

First Name: _____

Surname: _____

Date of Birth: ____/____/____ Rego: _____

Drivers Licence no.: _____ State: _____

Licence Expiry: ____/____/____ Smoker: outside only

Passport no.: _____ Country: _____

Pension type: _____ Number: _____

Mobile: _____ Phone: _____

Email: _____

Work Phone: _____

Current Address: _____

Applicant One: Current Accommodation

How long have you lived at your current address?
 _____ Years _____ Months

Rent paid per week: \$ _____

Rent. Prov. / Agent: _____

Contact: _____ Phone: _____

Extra Information: _____

Applicant Two: Current Accommodation

How long have you lived at your current address?
 _____ Years _____ Months

Rent paid per week: \$ _____

Rent. Prov. / Agent: _____

Contact: _____ Phone: _____

Extra Information: _____

Applicant One: Previous Accommodation

Address: _____

Weekly Rent: \$ _____ Lease length: _____

Rent. Prov. / agent: _____

Contact: _____ Phone: _____

Extra Information: _____

Applicant Two: Previous Accommodation

Address: _____

Weekly Rent: \$ _____ Lease length: _____

Rent. Prov. / agent: _____

Contact: _____ Phone: _____

Extra Information: _____

Declaration & Authority

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 RRP I agree to enter into a Residential Rental Agreement.

I acknowledge that this application is subject to the approval of the owner/RRP. 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;

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/RRPs of properties I may apply for in the future. I am aware that if the 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 tenancy of the premises. I am aware that I may access personal information on the contact details above.

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

- (a) communicate with the owner and select a Renter.
- (b) prepare rental agreement 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). You may request copies of your records from NTD on 1300 563 826 or www.ntb.net.au to amend or dispute the record.
- (h) transfer water account details into my name

Applicant Signature #1 _____ Date ____/____/____ Applicant Signature #2 _____ Date ____/____/____

This application is made following the applicant reading and understanding the contents of the individual property Disclosure Statement.

Applicant One: Current Employment Details

Occupation: _____
Nature of your Employment: **FT / PT / CASUAL**
Employers Name: _____
Employment Address: _____
Contact: _____ Phone: _____
Employment: ____ Yrs ____ Mths Income: \$ _____ Net weekly

Applicant One: Previous Employment Details

Occupation: _____
Previous Employer: _____
Contact Name: _____ Phone: _____
Employment ____ Yrs ____ Mnths Income: \$ _____

Applicant One: If Student, Please Complete

Place of study: _____
Course: _____ Visa Expiry: _____
Student ID: _____ Income: \$ _____

Applicant One: Centrelink Benefits

Type: _____ Number: _____
Amount per fortnight: \$ _____

Applicant One: If Self Employed, Please Complete

Accountant Firm: _____ Phone: _____
Contact Name: _____ Annual Income: \$ _____

Applicant One: Emergency Contact - Relative

Name: _____
Relationship: _____
Address: _____
Mobile: _____ Phone: _____

Applicant One: References - Not a Relative

1) Name: _____
Relationship to you: _____
Mobile: _____ Phone: _____
2) Name: _____
Relationship to you: _____
Mobile: _____ Phone: _____

Applicant Two: Current Employment Details

Occupation: _____
Nature of your Employment: **FT/PT/ Casual**
Employers Name: _____
Employment Address: _____
Contact: _____ Phone: _____
Employment: ____ Yrs ____ Mths Income: \$ _____ Net weekly

Applicant Two: Previous Employment Details

Occupation: _____
Previous Employer: _____
Contact Name: _____ Phone: _____
Employment ____ Yrs ____ Mnths Income: \$ _____

Applicant Two: If Student, Please Complete

Place of study: _____
Course: _____ Visa Expiry: _____
Student ID: _____ Income: \$ _____

Applicant Two: Centrelink Benefits

Type: _____ Number: _____
Amount per fortnight: \$ _____

Applicant Two: If Self Employed, Please Complete

Accountant Firm: _____ Phone: _____
Contact Name: _____ Annual Income: \$ _____

Applicant Two: Emergency Contact - Relative

Name: _____
Relationship: _____
Address: _____
Mobile: _____ Phone: _____

Applicant Two: References - Not a Relative

1) Name: _____
Relationship to you: _____
Mobile: _____ Phone: _____
2) Name: _____
Relationship to you: _____
Mobile: _____ Phone: _____

FREE SERVICE TO CONNECT YOUR WATER, ELECTRICITY, GAS & MORE

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- Electricity
- Gas
- Phone
- Internet
- Pay TV
- Insurance
- Removalist
- Truck or Van hire
- Cleaners
-

- » I/we consent to First National Neilson Partners providing my personal information details to Direct Connect which will include my name, address, email and phone number to be contacted in relation to my/our utilities and service connections.
- » This includes obtaining metering information for the premises I am moving to

Applicant 1:

Signature Date

Applicant 2 (if applicable):

Signature Date Phone

FORM 3

Residential Tenancies Act 1997

(Section 29C)

(Regulation 14)

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 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.

Residential Tenancies Regulations 2021

S.R. No. 3/2021

Schedule 1—Forms

- 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.