



Tenancy 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. First month rent and bond can be made by credit card or bank cheque/money order, payable to Viva Property Pty Ltd
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 sign the lease documentation via DocuSign within 48 hours of approval.

Rent Payment

Direct Debit is our preferred rent payment method and a form will be provided to you at the Tenancy sign up.

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

Supporting Documentation

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

Section One

Drivers License
Passport
Proof of Age Card
Bank Statement
Student ID

Section Two

Current Pay Slips (minimum of 2)
If new job - Letter of confirmation incl. salary
Statement of Centrelink Entitlements

Section Three

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

Address of property you are applying for

Preference 1
Preference 2

Tenancy Requirements

Length of tenancy month Rent Per week Lease start date

Names of other applicants and their relationship to you (husband, wife, partner, friend)

Names & ages of children (if any)

No. of pets (including breed & age)

<input type="text"/>
<input type="text"/>

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

Applicant One (Primary Contact)

First Name		Last Name		Email	
Phone		Mobile		Date of birth	
Drivers Licence No.	State of issue	Passport No.		Country of issue	
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 includes details here.

Current rent / mortgage \$		per week		How long have you lived there?		years		months	
Current Address									
Agent / Landlord			Phone			Fax			
Email			Reason for leaving						
Was your bond refunded in full? Yes/No If No, please specify									

Previous Rental Details

Current rent / mortgage \$		per week		How long have you lived there?		years		months	
Current Address									
Agent / Landlord			Phone			Fax			
Email			Reason for leaving						
Was your bond refunded in full? Yes/No If No, please specify									

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 (aftertax) \$ per wk / fn / mth							
Length of employment		Business Type/ABN (if applicable)							

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 \$ per week		
Name of parents			Phone		

Centrelink Benefits

Type	\$	per fortnight
------	----	---------------

Additional source of income

Type	\$	per wk / fn / mth
------	----	-------------------

Personal Referee (cannot be related)

Referees Name		Occupation	
Relationship to you		Phone	

Applicant Two

First Name		Last Name		Email	
Phone		Mobile		Date of birth	
Drivers Licence No.	State of issue	Passport No.		Country of issue	
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 includes details here.

Current rent / mortgage \$	per week	How long have you lived there?	years	months
Current Address				
Agent / Landlord	Phone	Fax		
Email	Reason for leaving			
Was your bond refunded in full?	Yes / No	If No, please specify		

Previous Rental Details

Current rent / mortgage \$	per week	How long have you lived there?	years	months
Current Address				
Agent / Landlord	Phone	Fax		
Email	Reason for leaving			
Was your bond refunded in full?	Yes / No	If No, please specify		

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 (aftertax) \$ per wk / fn / mth
Length of employment	Business Type/ABN (if applicable)

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 \$	per week
Name of parents	Phone	

Centrelink Benefits

Type	\$	per fortnight
------	----	---------------

Additional source of income

Type	\$	per wk / fn / mth
------	----	-------------------

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 landlord's approval and do not form part of the Tenancy Agreement.

I also acknowledge that this rental application is subject to the Landlord'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 Tenants

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 Lessor of the property will be provided all relevant information as the tenancy agreement is between the lessor and the tenant; the agency manages the property on behalf of the lessor. The agreement should it commence is a contract between the lessor and the tenant; personal information will be passed onto the lessor as the owner of the property.

A detailed copy of our Privacy Policy can be found at www.vivaproperty.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.

Applicant One

Name: Signature: Date:

Applicant two

Name: Signature: Date:

YourPorter

YourPorter is a FREE service connecting utilities and other services.

If the Agent approves this application, YourPorter will connect your water, where permitted, for the purpose of usage charges at your new property on behalf of the Real Estate Agent. YourPorter will be contacting you by phone, SMS, or email for the purposes of assisting you to connect your utilities within 24 hours of receiving this application for next business day connection.

Telephone: 1300 400 600
Fax: 1300 326 468
www.yourporter.com.au

DECLARATION AND ACCEPTANCE:

I/We consent to the disclosure of this application form (including any personal information contained in this form) to YourPorter Pty Ltd (ABN 36 252 576 050) for the purpose of allowing YourPorter and its service providers to contact me for the connection of services as offered by YourPorter.

I/We acknowledge that if I/We do not provide my/our personal information, YourPorter will not be able to provide these services to me/us. YourPorter 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 acknowledge that YourPorter, and the Agent, may receive a benefit in relation to the connection of any of the services listed above. I/We consent to YourPorter contacting me by phone or SMS in relation to the connection of the services listed above. I/We acknowledge that this consent permits YourPorter to contact me even if the numbers listed on this application are listed on the Do Not Call Register. YourPorter will otherwise collect, hold, use and disclose personal information in accordance with their privacy policies, which are available at www.yourporter.com.au/general/privacy-policy/. YourPorter 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 YourPorter nor the Agent accept any responsibility for any delay in or failure to arrange or provide for any connection 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 YourPorter is a value-add product and that I/We are under no obligation to use YourPorter.

- | | | | | | |
|--|---|---|--|-------------------------------------|-----------------------------------|
| <input type="checkbox"/> Electricity | <input type="checkbox"/> Gas | <input type="checkbox"/> Water | <input type="checkbox"/> Telephone | <input type="checkbox"/> Pay TV | <input type="checkbox"/> Internet |
| <input type="checkbox"/> Car Insurance | <input type="checkbox"/> Life Insurance | <input type="checkbox"/> Health Insurance | <input type="checkbox"/> Home & Contents | <input type="checkbox"/> Home Loans | |

Applicant 1: Signed _____ Date _____

Applicant 2: Signed _____ Date _____

Statement of Information for Rental Applicants

Residential Tenancies Act 1997 Section 145A
Residential Tenancies Regulations 2021 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.