

Residential rental application

Residential Tenancies Act 1997 Section 29C

This form may be used by residential rental providers (rental providers, formerly landlords) to seek information from applicants to a rental property.

It includes:

- Part A – Important information;
- Part B – Statement of information for rental applicants; and

Part A – Important information

Information for the applicant(s)

- Each prospective renter should complete a copy of this application form.
- You should contact the rental provider/agent 2 business days after lodging your application to see whether you were successful.
- If the application is successful, you may be required to:
 - produce ID (usually a driver's licence or passport)
 - pay one month's rent in advance
 - pay the bond amount listed on this form
 - complete a *Residential tenancy agreement* to secure the rented premises.
- Before you enter into an agreement, there are a number of matters the rental provider must tell you about the premises. Please see 'Part C - Mandatory disclosures checklist' below.
- Before you move in, the rental provider must give you 2 signed copies of the Condition report in the standard form specifying the state of repair and general condition of the premises on the day specified in the report. This can be given to you electronically. You must check the report and return a signed copy to the rental provider within 5 business days after moving in into the property, noting whether you agree or disagree with the whole or any specified part of the report. The Condition report provides evidence of the condition of the property when you move in. Make sure you take your time to review the Condition report carefully.
- If the rental provider does not give you the Condition report, you can complete a copy of the Condition report available on the Consumer Affairs Victoria website and provide a signed copy to the rental provider or their agent.
- The rental provider is responsible for giving the relevant water corporation your details for billing purposes. It is your responsibility to have all other services (such as telephone, gas and electricity) connected in your name, to coincide with your date of occupation.
- The rental provider's insurance policy does not cover your possessions. It is your responsibility to insure your possessions.

Part B – Statement of information for rental applicants

The following statement is required by Schedule 1 of the Residential Tenancies Act 2021 and cannot be altered.

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.

In Victoria it is unlawful to discriminate against someone in relation to certain personal attributes. This means that 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.

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.

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.

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).

Some 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.

Some 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

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.

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.

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.

Part D – To be completed by rental provider/agent

1 Rental property details

Address

	Postcode
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Rent amount (\$) To be week fortnight

Property bond To be week fortnight

Tenancy start date Tenancy end date (if any)

2 Property manager details

Name of property

Phone number

Email address

Name of estate
(if applicable)

Part E – To be completed by applicant

3 Applicant details

Name of applicant

Current address

	Postcode
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How long at this address?

Year: Months:

Contact phone numbers

Business hours

After hours

Email address

Date of birth (for rental check use)

Dependents who will live in the premises Number Age of each

Name of current rental provider/agent

Phone Number

Email

Reason for leaving current address

4 Previous rental provider/agent details

Name of previous rental provider/agent

Phone number

Email address

How long at this address?

Year:

Months:

Name of current rental provider/agent

Phone Number

Email

Reason for leaving current address

5 Employment details

Occupation

Full time

Part time

Casual

Salary income per week (\$)

Other net income per week (\$)

(e.g. investments, Centrelink)

6 Current employment

Name of current employer

Address of current employer

Postcode

How long employed there

Years

Months

Position held

Name of contact

Phone number

7 Previous employment

Name of previous employer

Address of previous employer

		Postcode		
How long employed there	Years	<input type="text"/>	Months	<input type="text"/>
Position held	<input type="text"/>			
Name of contact	<input type="text"/>			
Phone number	<input type="text"/>			

8 References

(If you have written references attach copies to this form)

Referee 1

Name	<input type="text"/>
Relationship to applicant	<input type="text"/>
Home phone	<input type="text"/>
Work phone	<input type="text"/>

Referee 2

Name	<input type="text"/>
Relationship to applicant	<input type="text"/>
Home phone	<input type="text"/>
Work phone	<input type="text"/>

9 Pets

No
Yes If Yes, number and type of pets

<input type="text"/>

10 Applicant's declaration

I declare that the information given on this form is true and correct to the best of my knowledge.

Applicant's signature	<input type="text"/>
Date	<input type="text"/>

Help or further information

For further information, visit the renting section – Consumer Affairs Victoria website at www.consumer.vic.gov.au/renting or call the Consumer Affairs Victoria Helpline 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 በአንግሊዝኛ 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.