

## RENTAL APPLICATION FORM

In order for us to process your application, each applicant must complete all fields on the form (both sides)

### AGENCY DETAILS

Lewin Real Estate  
Suite 1.13, 999 Nepean Hwy, Moorabbin VIC 3189  
p. 0434 047 939 e. brian@lewinrealestate.com.au

### PROPERTY DETAILS

1. What is the address of the property you would like to rent?

Address:

Suburb:  State: **VIC** Post Code:

2. Rent per week

3. Lease commencement

4. Lease term Years:  Months:

5. How many tenants will occupy the property?

Adults (18+):  Children:

All adults who will occupy the property must fill out an application form.

### PERSONAL DETAILS

6. Your details

Surname  Given Name(s)

Date of birth  Driver's license number

Driver's license expiry date  Driver's license state

Passport number  Passport country

Pension Number (if applicable)  Pension type (if applicable)

7. Contact information

Mobile phone number  Home phone number

Work phone number  Fax number

Email address

8. What is your current residential address?

Address:

Suburb:  State:  Post Code:

### UTILITY CONNECTIONS

This is a FREE service that connects all your utilities and other services

Direct Connect can help arrange for the connection or provision of the following utilities and other services: (✓)

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



Please tick this box ✓ if you would like Direct Connect to contact you in relation to any of the above utilities and other services.



We guarantee that when you connect with one of our market leading electricity and gas suppliers, your services will be connected on the day you move in. Please refer to MyConnect's Terms & Conditions for further information.

Once MyConnect has received this application MyConnect will call you to confirm your details. MyConnect will make all reasonable efforts to contact you within 24 hours of the nearest working day on receipt of this application to confirm your information and explain the details of the services offered. MyConnect is a one stop connection service. MyConnect's services are free. However, the relevant service providers may charge you a standard connection fee as well as ongoing service charges.

DECLARATION AND EXECUTION: By signing this application, you:

1. Acknowledge and accept MyConnect's Terms and Conditions (which are included with this application).
2. Invite MyConnect to contact you by any means (including by telephone or SMS even if the Customer's telephone number is on the Do Not Call Register) in order to provide MyConnect's services to you, to enter into negotiations with you relating to the supply of relevant services as an agent for the service providers, and to market or promote any of the services listed above. This consent will continue for a period of 1 year from the date the Customer enters into the Agreement.
3. Consent to MyConnect using the information provided by you in this application to arrange for the nominated services, including by providing that information to service providers for this purpose. Where service providers are engaged by you, they may use this information to connect, supply and charge you for their services.
4. Authorise MyConnect to obtain the National Metering Identifier and / or the Meter Installation Reference Number for the premises you are moving to.
5. Agree that, except to the extent provided in the Terms and Conditions, MyConnect has no responsibility to you for the connection or supply (or the failure to connect or supply) any of the services.
6. Acknowledge that MyConnect may receive a fee from service providers, part of which may be paid to the real estate agent or to another person, and that you are not entitled to any part of any such fee.

By signing this application form, I warrant that I am authorised to make this application and to provide the invitations, consents, acknowledgements, authorisations and other undertakings set out in this application on behalf of all applicants listed on this application.

Signature:  Date:

GPO Box 4778, Melbourne VIC 3001 P. 1300 854 478 F. 1300 854 479 myconnect.com.au

### 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 –

- NTD: 1300 563 826
- TICA: 1902 220 346
- TRA: (02) 9363 9244

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:  Date:

### APPLICANT HISTORY

9. How long have you lived at your current address?

Years:  Months:  Rent per week:

10. Why are you leaving this address?

11. Landlord / property manager details of this property

Landlord / Agent name  Contact phone number

Email address

12. Was your bond returned in full? (✓)  Yes  No

If not, why was it not returned in full?

13. What was your previous residential address?

Address:

Suburb:  State:  Post Code:

14. How long did you lived at your previous address?

Years:  Months:  Rent per week:

15. Why did you leave your previous address?

16. Landlord / property manager details of this property

Landlord / Agent name  Contact phone number

Email address

17. Was your bond returned in full? (✓)  Yes  No

If not, why was it not returned in full?

## EMPLOYMENT HISTORY

18. Current employment details

Occupation  Nature (✓)  Full Time  Part Time  Casual

19. Employer name

Please provide accountant details if self-employed or institution details if student

20. Employer address

Address:

Suburb:  State:  Post Code:

21. Employer contact details

Employer name  Contact phone number

Email address

22. Length of employment:

Years:  Months:  Net income: \$

23. Previous employment details

Occupation  Nature (✓)  Full Time  Part Time  Casual

24. Employer name

Please provide accountant details if self-employed or institution details if student

25. Employer address

Address:

Suburb:  State:  Post Code:

26. Employer contact details

Employer name  Contact phone number

Email address

27. Length of employment:

Years:  Months:  Net income: \$

## CONTACTS & REFERENCES

28. Please provide a contact in case of emergency

Surname  Given Name(s)

Relationship to you  Best contact phone number

Email address

29. Please provide two personal references (not related to you)

Personal reference 1:

Surname  Given Name(s)

Relationship to you  Best contact phone number

Email address

Personal reference 2:

Surname  Given Name(s)

Relationship to you  Best contact phone number

Email address

## ADDITIONAL INFORMATION

30. How many vehicles will be parked at on premises?

Please provide vehicle registration (separated by a comma (,)) if multiple

31. Please provide details of any pets

Breed / type  Council registration / Number

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 THIS PROPERTY?

- realestate.com.au  Signboard  Stock List  
 domain.com.au  Word of mouth  Other:   
 view.com.au  The Age  
 Homely.com.au  The Leader

## ADDITIONAL ATTACHMENTS

32. Please provide us with 100 points of identification

You will need to scan or take a photo of the selected identification

- |   |                |
|---|----------------|
| <input type="checkbox"/> Driver's license                       | 50 points      |
| <input type="checkbox"/> Passport                               | 50 points      |
| <input type="checkbox"/> Proof of age card                      | 50 points      |
| <input type="checkbox"/> Student ID card                        | 50 points      |
| <input type="checkbox"/> Copy of gas / water / electricity bill | 30 points each |
| <input type="checkbox"/> Copy of mobile phone bill              | 20 points      |
| <input type="checkbox"/> Medicare card                          | 20 points      |
| <input type="checkbox"/> Concession / Pension card              | 10 points each |

33. Please attach a copy of your last income statement / pay slip

# Statement of Information for Rental Applicants

*Residential Tenancies Act 1997* Section 29C

*Residential Tenancies Regulations 2021* Regulation 14

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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 telefonda 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** Ако вам је тешко да разумете енглески, назовите Службу преводилаца 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** በእንግሊዝኛ ቋንቋ ለመረዳት ችግር ካለብዎ የአስተርጓሚ አገልግሎትን (TIS) በስልክ ቁጥር 131 450 (በአካባቢ ስልክ ጥሪ ሂሳብ) በመደወል ለቪ.ክቶሪያ 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.