Residential rental application

Residential Tenancies Act 1997 Section 30AC

Residential Tenancies Regulations 2021 Regulation Sections 14A and 14B

This form must be used for all applications to enter into a residential rental agreement. For more information about your rights and responsibilities, please visit the Consumer Affairs Victoria (CAV) website at consumer.vic.gov.au or call CAV on 1300 55 81 81.

Who completes this application form?

- Rental providers or their agents must provide information outlined in item 2, documents requested under items 6 and 7 and information regarding tenancy databases used by the rental provider or their agent under item 11.
- The applicant should complete all other items on the form. If 2 or more applicants apply to live together at the same property (e.g. as partners, friends or family), each applicant who is 18 years of age or over may be asked to complete a separate application form.

This form is not to be used to apply for social housing as defined in the **Housing Act 1983** or specialised housing program as defined in the Residential Tenancies Regulations 2021.

PART A—GENERAL

1 Premises to which the application applies

Address of premises:	
	[*insert address of premises*]

2 Rental provider or agent's details

Full name or company name of rental provider or their agent:	NDL REALTY
	[*insert name of rental provider / agent*]
ACN (or ABN if not a registered company):	ABN 47 598 513 146
	[*insert ACN or ABN if applicable*]
Address:	353 Docklands Drive, Docklands VIC 3008
	[*insert address of rental provider or their agent*]
Phone number:	(03) 9670 7705
	[*insert phone number of rental provider or their agent*]
Email address:	rental@ndlrealty.com.au
	[*insert email address of rental provider or their agent*]
Australian State or Territory in which the rental provider resides:	
	[*insert the rental providers state or territory of residence, or insert "overseas" if rental provider resides outside of Australia*]

3 Number of occupants

Total number of occupants intended to reside on the premises	
	[*insert total number of occupants*]

4 Personal details of applicant

Full name	
	[*insert name*]
Date of birth	
	[*insert date of birth*]
Current address	
	[*insert current address*]
Postcode	
	[*insert postcode*]
Phone	
	[*insert phone number*]
Email	
	[*insert email address*]

5 Employment details

Current or most recent employer	
	[*insert name of current or most recent employer*]
Employer address	
	[*insert employer address*]
Net weekly income	
	[*insert net weekly income*]
If not currently employed, date on which most recent employment ended:	
	[*insert most recent date of employment*]

If you cannot provide details of your current employment or income, please provide other details about your ability to pay rent under item 6 (Financial information).

6 Financial information

A rental provider or their agent may request no more than two documents from the following list to confirm your capacity to pay the proposed rent:

- Pay slips from current or recent employment
- Bank statement (without transaction details)
- Centrelink payment statements or letters

If you are not receiving regular income, for example you are self-employed, undertake casual employment, freelance or unemployed, please provide details of previous employment or other documents supporting your financial ability to pay rent, such as proof of savings or assets. Please provide one copy of each of the following requested financial documents to verify your ability to pay rent:

(a)	
	[Rental provider or their agent to indicate requested financial document]
(b)	
	[Rental provider or their agent to indicate requested financial document]

7 Verification of identity

A rental provider or their agent can request no more than two identity documents from the following list:

- Driver licence
- Proof of age card (government issued)
- Medicare card
- Australian passport
- Foreign passport and Australian visa
- Birth certificate
- Certificate of Australian citizenship
- Tertiary student identification card
- Centrelink card
- Department of Veterans' Affairs card
- Utilities bill at current address
- Letter from a government Department addressed to current address

Please provide a copy of each of the following requested documents to verify your identity. You should discuss with the rental provider or their agent the most suitable method of identity verification if you are unable to provide the requested documents:

(a)	
	[Rental provider or their agent to indicate requested identity document]
(b)	
	[Rental provider or their agent to indicate requested identity document]

8 Rental or residential history

Property 1

Current / most recent address:	
	[*insert current / most recent address*]
Postcode:	
	[*insert postcode*]
Period of residence at address:	
	[*insert date you started living at this property and the date you vacated or will vacate the property*]
Rental provider / agent name if applicable:	
	[*insert rental provider / agent name*]
Rental provider / agent email if applicable:	
	[*insert rental provider / agent email address*]
Rental provider / agent phone contact details if applicable:	
	[*insert rental provider / agent phone number*]

Property 2

Previous address:	
	[*insert previous address*]
Postcode:	
	[*insert postcode*]
Period of residence at address:	
	[*insert date you started living at this property and the date you vacated the property*]
Rental provider/agent name if applicable:	
	[*insert rental provider/agent name*]
Rental provider/agent email if applicable:	
	[*insert rental provider/agent email address*]
Rental provider/agent phone contact details if applicable:	
	[*insert rental provider/agent phone number*]

9 References

A rental provider or their agent may request the contact details of personal referees.

If this is requested, please provide contact details of your personal referees.

Referee 1

Name:	
	[*insert referee's name*]
Phone:	
	[*insert referee's phone number*]
Email:	
	[*insert referee's email address*]
Referee's connection to applicant:	
	[*insert referee's connection to the applicant*]

Referee 2

Name:	
	[*insert referee's name*]
Phone:	
	[*insert referee's phone number*]
Email:	
	[*insert referee's email address*]
Referee's connection to applicant:	
	[*insert referee's connection to the applicant*]

10 Term of rental agreement

Desired lease term (e.g. 6 months, 12 months, 24 months):	
	[*insert preferred lease term*]
Preferred move in date:	
	[*insert preferred move in date*]

11 Tenancy databases

Note: A rental provider or their agent can use tenancy databases to check your rental history. If the rental provider or agent uses such databases, the names of the databases used must be disclosed below. The rental provider or their agent must also notify you in writing of certain matters. See item 4 in the "Information for the applicant" in Part B (below).

The following databases may be used to check your tenancy history. You may contact the tenancy databases using the following details:

Tenancy database name	Phone number	Web address
National Tenancy Database	13 83 32	www.tenancydatabase.com.au
[*insert tenancy database name*]	[*insert tenancy database phone number*]	[*insert tenancy database web address*]
[*insert tenancy database name*]	[*insert tenancy database phone number*]	[*insert tenancy database web address*]
[*insert tenancy database name*]	[*insert tenancy database phone number*]	[*insert tenancy database web address*]

12 Signature

I understand that my application may not be processed unless all required documents are submitted.

Print name:	
	[*insert name*]
Signature:	
	[*insert signature*]
Date:	
	[*insert date*]

For further information, visit the Consumer Affairs Victoria (CAV) website at consumer.vic.gov.au or call CAV on 1300 55 81 81.

PART B–RIGHTS AND OBLIGATIONS

This is a summary of selected rights and obligations of renters and rental providers in respect of an application to enter into a residential rental agreement under the **Residential Tenancies Act 1997** ("the Act").

Information for the rental provider or their agent

1 Application form

Rental providers and agents must use a standardised residential rental application form which complies with the Act and the Residential Tenancies Regulations 2021 ("the Regulations").

2 Rental auctions and bidding

Rental auctions and rental bidding are prohibited under the Act. The rented premises must be advertised or offered for a fixed amount and rental providers and agents must not:

(a) solicit or otherwise invite an offer of an amount of rent that is higher than the fixed amount; or

(b) accept an unsolicited or uninvited offer of an amount of rent that is higher than the fixed amount.

3 No application fees

A rental provider or their agent must not charge the applicant any fees for this application.

4 Request for information from applicants

A rental provider or their agent must only ask applicants for the information set out in this form.

Applicants must not be asked to provide information that is not on this application form.

5 Privacy notifications

A rental provider or their agent must provide applicants with all notifications in relation to privacy and personal information as required by law. Such notification must only contemplate use of the personal information for the purposes of processing this rental application.

6 Personal information not to be used for other purposes

The personal information provided in this form is confidential. A rental provider or their agent must not use the applicant's information other than to assess the applicant's suitability as a renter or in accordance with any other requirement of the Act. A rental provider or their agent may commit an offence if they do not take reasonable steps to protect the applicant's information from misuse or loss, and unauthorised access, modification or disclosure.

7 Protection of applicant's information from misuse, interference or loss

A rental provider or their agent must take reasonable steps to protect the applicant's information from misuse or loss and unauthorised access, modification or disclosure.

8 Applicant to discuss alternative documentation if needed

If an applicant does not have documents requested in this form, the applicant may discuss with the rental provider or their agent what other documentation may be suitable.

9 Residential tenancy databases

A rental provider or their agent may use residential tenancy databases to check an applicant's rental history. If a rental provider or their agent uses a residential tenancy database to check an applicant's rental history, the database must be disclosed in this Form.

Under section 439D(2) of the Act, if personal information about the applicant is in the database, the rental provider or their agent must, as soon as possible, but within 7 days after using the database, give the applicant a written notice stating the name of the database, the personal information about the applicant in the database, the name of each person who listed the personal information in the database, and how and in what circumstances the applicant can have the personal information removed or amended.

Failure to comply with section 439D(2) of the Act is an offence.

10 Applicant's information to be destroyed or de-identified

If the application is successful, the rental provider or their agent must destroy or permanently de-identify the applicant's information within 3 years after the applicant's residential rental agreement terminates.

If the application is unsuccessful, the rental provider or their agent must destroy or permanently de-identify the applicant's information within 30 days after the property is leased, or within 6 months if they have received written consent from the applicant to use the information to apply for other premises.

Information for the applicant

1 Each applicant to complete application form

Each prospective renter over the age of 18 may be asked to complete a copy of this application form.

2 Contact rental provider / agent to check the outcome

Applicants should contact the rental provider or their agent after lodging an application to check if the application was successful.

3 Protection of applicant's information from misuse, interference or loss

A rental provider or their agent must take reasonable steps to protect an applicant's information from misuse or loss and unauthorised access, modification or disclosure.

4 Residential tenancy databases

A rental provider or their agent may use residential tenancy databases to check an applicant's rental history. If a rental provider or their agent uses a residential tenancy database to check an applicant's rental history, the database must be disclosed in this Form.

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6 Application assessment

A rental provider or their agent will assess the applicant's suitability based on the information provided, including checking any residential tenancy database identified in Item 11.

For more information see Information for rental providers or their agents, and Information for renters, above or visit the CAV website.

A rental provider or agent and an applicant should ensure that they complete the application in full using true and correct information.

A rental provider or agent is not required to provide reasons to an applicant for an unsuccessful application.

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.

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Statement of Information for Rental Applicants

Residential Tenancies Act 1997 Section 29C

Residential Tenancies Regulations 2021 Regulation 14

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.

Help or further information

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