



**Please Note:**

Initial payments must be made by direct bank deposit within 24 hours after approval of application.

Keys will not be handed over until the Lease agreement has been signed by all applicants and Bond is received.

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 or the agent should any circumstances arise whereby the property is not available for occupation on the due date.

**Application Check List:**

- 100 points of Identification

Passport (70)	Driver's License (70)
Birth Certificate (70)	Proof of Age Card (50)
Birth Certificate (70)	Concession Card (40)
Student ID (50)	Pension Card (40)
Medicare Card (20)	Bank Card/Statement (25)

- References

Please provide the contact details of your rental references and personal references or a parental guarantee if you have no rental history.

- Additional Items

Bank Statement  
 Pay Slip  
 Proof of Government Support Statement  
 Any other information which may support your application

**SECTION A: RENTAL PROPERTY DETAILS**

Property Address: \_\_\_\_\_

Post Code \_\_\_\_\_

Have you viewed this property? Yes No

Rental Amount \$ \_\_\_\_\_ Bond \$ \_\_\_\_\_

Commencement Date: \_\_\_/\_\_\_/\_\_\_

\*Please note all Lease terms 12 months unless otherwise advised

**SECTION B: APPLICANT DETAILS**

**B.1 Personal Details**

Please Circle: Mr Ms Mrs Miss Other: \_\_\_

First Name: \_\_\_\_\_ Middle: \_\_\_\_\_

Surname: \_\_\_\_\_

Other applicants who will be residing at this address:

1. \_\_\_\_\_

2. \_\_\_\_\_

3. \_\_\_\_\_

Number of Adults: \_\_\_\_\_ Children: \_\_\_\_\_

Pets: YES NO Type: \_\_\_\_\_

**B.2 Contact Details:**

Mobile ph: \_\_\_\_\_

Other ph: \_\_\_\_\_

Email: \_\_\_\_\_

**B.3 Identification Details:**

D.O.B \_\_\_/\_\_\_/\_\_\_

Driver's License no: \_\_\_\_\_

State of Issue \_\_\_\_\_ Expiry Date \_\_\_/\_\_\_/\_\_\_

Passport no: \_\_\_\_\_

Country of Issue \_\_\_\_\_

**SECTION C: RESIDENTIAL DETAILS**

**C.1 Current Residence**

Current Address: \_\_\_\_\_

\_\_\_\_\_ Post Code \_\_\_\_\_

Is this a Rental? YES NO (Please specify\*)

Name of Agency: \_\_\_\_\_

Name of Agent: \_\_\_\_\_

Ph: \_\_\_\_\_ Rental Amount \$ \_\_\_\_\_

Occupied for: \_\_\_\_\_ yrs \_\_\_\_\_ mths

Reason for leaving: \_\_\_\_\_

\_\_\_\_\_

**C.2: Previous Residence**

Current Address: \_\_\_\_\_

\_\_\_\_\_ Post Code \_\_\_\_\_

Is this a Rental? YES NO (Please specify\*)

Name of Agency: \_\_\_\_\_

Name of Agent: \_\_\_\_\_

Ph: \_\_\_\_\_ Rental Amount \$ \_\_\_\_\_

Occupied for: \_\_\_\_\_ yrs \_\_\_\_\_ mths

Reason for leaving: \_\_\_\_\_

\_\_\_\_\_

## SECTION D: EMPLOYMENT DETAILS

### D.1: Current Employment Details

Occupation: \_\_\_\_\_

Please Circle: Full Time / Part Time / Casual

Company name: \_\_\_\_\_

Manager: \_\_\_\_\_ Ph: \_\_\_\_\_

Email: \_\_\_\_\_

Length of employment: \_\_\_\_\_ yrs \_\_\_\_\_ mths

Self Employed?      YES      NO

### D.2 Previous Employment Details

Occupation: \_\_\_\_\_

Company name: \_\_\_\_\_

Manager: \_\_\_\_\_ Ph: \_\_\_\_\_

Email: \_\_\_\_\_

Length of employment: \_\_\_\_\_ yrs \_\_\_\_\_ mths

## SECTION E: STUDENT DETAILS:

Are you a student?      YES      NO

Place of Study: \_\_\_\_\_

Course: \_\_\_\_\_

Enrolment number: \_\_\_\_\_

Course Length: \_\_\_\_\_

## SECTION F: REFERENCE AND CONTACT DETAILS

### F.1: Professional References

Name: \_\_\_\_\_

Contact no: \_\_\_\_\_ Relationship: \_\_\_\_\_

Email: \_\_\_\_\_

Name: \_\_\_\_\_

Contact no: \_\_\_\_\_ Relationship: \_\_\_\_\_

Email: \_\_\_\_\_

### F.2: Personal Reference

Name: \_\_\_\_\_

Contact no: \_\_\_\_\_ Relationship: \_\_\_\_\_

Email: \_\_\_\_\_

### F.3: Emergency Contact

Name: \_\_\_\_\_

Contact no: \_\_\_\_\_ Relationship: \_\_\_\_\_

Address: \_\_\_\_\_

Suburb: \_\_\_\_\_ Post Code: \_\_\_\_\_

## UTILITY CONNECTIONS

Would you like help with your utility connections?

Please circle:      YES      /      NO



YourPorter is a free, *no obligation*, utility connection company that we regularly use at Nardella Real Estate.

YourPorter was created to save you the time and hassle of arranging your utility connections, and their service is completely free.

Connection of all your major services:

- Electricity
- Gas
- Water
- Internet

## PRIVACY DECLARATION

***Please note:***

***We cannot process your application unless you have read and signed the Privacy 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 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;

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 my 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. I am aware that personal information from the contact details above may be accessed.

Signature:

Date:

\_\_\_\_\_

\_\_\_\_\_/\_\_\_\_\_/\_\_\_\_\_

## STATEMENT OF INFORMATION FOR RENTAL APPLICANTS REGARDING DISCRIMINATION

Our commitment to the *Residential Tenancies Act 1997* ensures all applicants are treated equally.

### Information for rental applicants:

Discriminating is treating, or prospering 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. These include:

- age
- disability
- employment activity
- expunged homosexual conviction
- gender identity
- industrial 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

In some instances, discrimination may not be unlawful. Including accommodation provided for children, shared family accommodation and student accommodation. For more information, contact the Victorian Equal Opportunity and Human Rights Commission (VEOHRC).

Scenarios and examples of unlawful discrimination in applying for a property include:

- Refusing or not accepting you application because you have children, unless the property is unsuitable for children, due to location and/or design.

- Processing you application differently to others due to the applicant's disability or race.
- Offering a property on different terms, like an increased bond or required guarantor because of your age.
- Refusing to provide accommodation because you have an assistance dog.

Scenarios and examples of unlawful discrimination when occupying or leaving a property include:

- Refusing to agree to you assigning your lease to someone else because of their personal attributes.
- Refusing to allow you to make reasonable alterations or modifications to the rental property to meet the needs of a disability.
- Extending or renewing your agreement in less favourable terms than your original agreement due to your personal attributes.
- Issuing you with a notice to vacate based on your protected attributes.

What to do if you need help?

If a rental provider or real estate agent has unlawfully discriminated against you and you have suffered loss as a result, you can apply to VCAT for compensation.

VCAT Ph: 1300 018 228

Website: [vcat.vic.gov.au/](http://vcat.vic.gov.au/)

If you would like advise about unlawful discrimination in relation to a rental application or an existing agreement, you may call Victoria Legal Aid on [1300 792 387](tel:1300792387).

If you feel you have been unlawfully discriminated against when applying to rent, or once you have occupied a property and would like to make a complaint, visit [humanrightscommission.vic.gov.au/](http://humanrightscommission.vic.gov.au/) or call [1300 292 153](tel:1300292153)

At Nardella Real Estate, anti-discrimination is important to us, and it is our priority to process all applications following these guidelines.