

# Tenancy Application Form

## Ray White Lara

16 Hicks Street, Lara VIC 3212  
P: 03 5282 4699 | F: 03 5282 5515  
E: lara.vic@raywhite.com

## Office Hours

Monday to Friday: 9:00am - 5:00pm  
Saturday: 9:00am - 12:30pm

### SUBMITTING YOUR APPLICATION

In order to process your application, each applicant must provide the following information:

<input type="checkbox"/> Property must have been viewed. <b>Date viewed:</b>	<input type="checkbox"/> 100 points of ID supplied.
<input type="checkbox"/> Application must be completed in full.	<input type="checkbox"/> Provided 2 pay slips or proof of income.
<input type="checkbox"/> Each person over 18 years old must complete an application.	<input type="checkbox"/> Next of kin details.
<input type="checkbox"/> Privacy statement must be signed.	

### IF YOUR APPLICATION IS APPROVED

On approval of your application, the following must be provided within 24 hours.

- Your first 2 weeks rent.
- Your bond.
- Signing of your Rental Agreement documents.

If you cannot meet this requirement, the property will still be advertised for rent.

If your application is declined you will be notified by SMS and email. Your application is immediately shredded so you must complete a new application should you wish to apply for another property with us.

**BOND** - Your Bond must be provided via bank transfer

**RENTAL PAYMENTS** - All ongoing rental payments are made through Payment Gateway;. Direct debit or BPAY options are available or bank transfer.

**UTILITIES** - By signing the Connectnow on this application form your information will be provided to Connectnow who will arrange the connection of utilities on your behalf at no cost.

## 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

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.

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/](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.consumervic.gov.au/renting](http://www.consumervic.gov.au/renting) or call 1300 55 81 81.

PROPERTY DETAILS

Street Address:			
Suburb:			
Preferred lease term:	Years	Months	
Lease commencement date:			
Rent: \$			
Was the property upon your inspection in a reasonably clean & fare condition? Please circle      YES      NO			
Adults:	Children:	Pets:	Vehicles:
Type/breed of pets:			

PERSONAL DETAILS

Name:	Mr Mrs Miss Ms
Mobile:	
Work Phone:	
Email:	
Emergency contact name:	
Emergency phone number:	
Relationship to you:	

IDENTIFICTION

Drivers licence number:	State:
Passport number:	Country:

BOND

How will your bond be paid? Please circle	
Cash	Department of Housing

SUPPORTING DOCUMENTS

Provide 100 points of ID photocopied and attached to this application

MUST PROVIDE

40 Pts	Drivers License / Passport photo page / Proof of age card
20 Pts	Centrelink statements / 2 current pay slips
20 Pts	Medicare card
20 Pts	Tenancy ledger
20 Pts	Utilities bill

PRIVACY POLICY

Ray White is an independently owned and operated business. Our complete privacy policy can be found on our website. If you believe that your privacy has been breached, please contact us using the contact details on our website and provide details of the incident so that we can investigate it. Our procedure for investigating and dealing with privacy breaches is set out in our current complaints handling procedures. We collect personal information in this form to assess your application for a residential tenancy. You also consent to us using your information for the purposes of direct marketing, business research and customer satisfaction enquiries. We may need to collect information about you from your previous Rental Providers or letting agents, your current or previous employer and your referees. Your consent to us collecting this information is set out below. We may disclose personal information about you to the owner of the property to which this application relates. If this application is successful we may disclose your details to service providers relevant to the tenancy relationship including maintenance contractors and the owner’s insurers. We may also send personal information about you to the owners of any other properties at your request. You have the right to access personal information that we hold about you by contacting our privacy officer or the contact details on our website.

If you do not complete this form or do not sign the consent below then your application for a residential tenancy may not be considered by the owner of the relevant property or, if considered, may be rejected. Our complete privacy policy is can be found at [www.raywhite.com/franchisee-privacy-policy/](http://www.raywhite.com/franchisee-privacy-policy/)

CONSENT

I, the Applicant, acknowledge that I have read the Privacy Statement and the Privacy Policy of Ray White. I authorise Ray White and the Agent to collect information about me from:

1. My previous letting agents, Rental providers, current and previous employers
2. My personal referees
3. Ray White may use one or more of the following residential tenancy databases (RTDs) to check my tenancy history for the purpose of deciding whether the Rental provider should enter into a tenancy agreement with me:
  - a. The Rental provider may use: TICA 1902 220 346 [tica.com.au](http://tica.com.au)
  - b. You may contact an RTD about personal information held about you by using the contact details provided above.
4. Personal information collected about me to the owner of the property even if the owner is resident outside Australia.
5. Personal information collected about me to any third parties – valuers, contractors, sales people, insurance companies, bodies corporate, other agents and tenancy default databases to which it is reasonably necessary to disclose in relation to the tenancy arrangement.

As your information may be emailed or stored in the cloud, we cannot ensure that overseas recipients to whom your information is disclosed will not breach the Australian Privacy Principles in relation to your information. Acknowledging that this is so, you consent to your information being emailed and stored in the cloud.

I consent to Ray White disclosing confirmation details (including NMI, MIRN and telephone number) to the the utility service provider and the Agent. I acknowledge that Connect Now, Ray White and the Agent do not accept any responsibility for any delay in, or failure to arrange or provide for, any connection or disconnection of a utility, or for any loss in connection with such delay or failure. I acknowledge that Connectnow, Ray White and the Agent and its employees may receive a fee and/or benefit from a utility service provider in relation to the connection of a utility service. I also acknowledge, while there is no charge to me for the Connectnow service; normal service provider fees or bonds may apply for which I am responsible.

I ACKNOWLEDGE THAT THIS APPLICATION IS SUBJECT TO THE APPROVAL OF THE OWNER. I DECLARE THAT ALL INFORMATION CONTAINED IN THIS APPLICATION IS TRUE AND CORRECT AND GIVEN OF MY OWN FREE WILL. I DECLARE THAT I HAVE INSPECTED THE PREMISES AND AM SATISFIED WITH THE CURRENT CONDITION AND CLEANLINESS OF THE PROPERTY.

SIGNATURE:
DATE:

## CURRENT TENANCY DETAILS

Managed By:	<input type="radio"/> Agent	<input type="radio"/> Private Rental Provider	<input type="radio"/> I'm the owner
Property Address:			
Suburb:		State:	
Length of stay:		Rent amount:	
Reason for leaving:			
Name of Agent/Rental Provider:			
Agent/Rental Provider contact number:			

## PREVIOUS TENANCY DETAILS

Managed By:	<input type="radio"/> Agent	<input type="radio"/> Private Rental Provider	<input type="radio"/> I'm the owner
Property Address:			
Suburb:		State:	
Length of stay:		Rent amount:	
Reason for leaving:			
Name of Agent/Rental Provider:			
Agent/Rental Provider contact number:			

## CURRENT EMPLOYMENT DETAILS

Business name:			
Position:			
Type of employment:	<input type="radio"/> Casual	<input type="radio"/> Part time	<input type="radio"/> Full time
Length of employment:			
Annual salary:			
Net weekly:			
Business address:			
Contact name:			
Contact phone number:			

## OTHER INCOME

Type of income:			
Income amount:			
Frequency of income:	<input type="radio"/> Weekly	<input type="radio"/> Fortnightly	<input type="radio"/> Yearly

## IF SELF EMPLOYED PLEASE COMPLETE

Company name:
Business type:
Business address:
ABN:
Accountant name:
Accountant phone:
Accountant address:

## PERSONAL REFERENCE ONE

Reference name:
Relationship:
Phone:

## PERSONAL REFERENCE TWO

Reference name:
Relationship:
Phone:



PH: 1300 554 323 | Fax: 1300 889 598  
info@connectnow.com.au  
connectnow.com.au

### Moving made easier

Connectnow makes moving easier for you by sorting your essential home moving needs quickly and easily in one simple phone call. Our services include electricity, gas, internet, pay TV, home phone connections and much more. Plus, our home moving service is free – it's our way of ensuring your move is as seamless as possible.

We'll attempt to contact you within 1 working day of receiving this application to provide you with our connection service. If you don't hear from us, please call 1300 554 323 to ensure your services are connected.

### PRIVACY CONSENT AND TERMS. By signing this form you consent and agree to the following:

Connect Now Pty Ltd (ABN 79 097 398 662) ("connectnow") will collect, use and disclose your personal information to contact you (including electronically) about providing moving, connection and disconnection services and to inform you about products and services offered by its related companies and third-party suppliers. These other companies may also use your details to contact you directly about their products and services. See connectnow's Privacy Policy for further details, including your rights to access and correct the information held about you at connectnow.com.au. Third-party service providers (who may transfer your data overseas) may have their own Privacy Policy, which you can request from them. You consent to connectnow continuing to market to you unless you opt out, including by emailing info@connectnow.com.au. To the extent permitted by law and except where expressly guaranteed, connectnow are not responsible or liable for delayed or failed connections or the service providers' connection charges, which you must pay to them directly. Connectnow may receive commissions or fees from your selected retailer(s), and your real estate agent may also receive commissions or fees from connectnow, in each case for arranging provision of the requested services. The value of commissions or fees may vary from time to time and may differ depending on which retailer is selected. If you nominate an alternative contact person on this application, you authorise them to act on your behalf to arrange moving, connection and disconnection services, including accepting third-party terms. You warrant that you are authorised to make this application on behalf of all applicants and alternative contact persons listed and that each person has consented and agreed to the handling of their personal information on the same terms as you have.

☐ YES I accept the Terms. Please call me to connect my new home services

SIGNATURE:

DATE: