

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:

Leading Property Group Pty Ltd

[insert name of rental provider / agent]

ACN (or ABN if not a registered company):

77 603 342 365

[insert ACN or ABN if applicable]

Address:

1071 Mate Street, North Albury NSW 2640

[insert address of rental provider or their agent]

Phone number:

02 6040 7076

[insert phone number of rental provider or their agent]

Email address:

lucinda@leadingproperty.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	<input type="text"/>
	<i>[insert name]</i>
Date of birth	<input type="text"/>
	<i>[insert date of birth]</i>
Current address	<input type="text"/>
	<i>[insert current address]</i>
Postcode	<input type="text"/>
	<i>[insert postcode]</i>
Phone	<input type="text"/>
	<i>[insert phone number]</i>
Email	<input type="text"/>
	<i>[insert email address]</i>

5 Employment details

Current or most recent employer	<input type="text"/>
	<i>[insert name of current or most recent employer]</i>
Employer address	<input type="text"/>
	<i>[insert employer address]</i>
Net weekly income	<input type="text"/>
	<i>[insert net weekly income]</i>
If not currently employed, date on which most recent employment ended:	<input type="text"/>
	<i>[insert most recent date of employment]</i>

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) **Employment payslips**

[Rental provider or their agent to indicate requested financial document]

(b) **Centrelink statements**

[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) **Drivers licence**

[Rental provider or their agent to indicate requested identity document]

(b) **Medicare card**

[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:	<input type="text"/>
	<i>[insert previous address]</i>
Postcode:	<input type="text"/>
	<i>[insert postcode]</i>
Period of residence at address:	<input type="text"/>
	<i>[insert date you started living at this property and the date you vacated the property]</i>
Rental provider/agent name if applicable:	<input type="text"/>
	<i>[insert rental provider/agent name]</i>
Rental provider/agent email if applicable:	<input type="text"/>
	<i>[insert rental provider/agent email address]</i>
Rental provider/agent phone contact details if applicable:	<input type="text"/>
	<i>[insert rental provider/agent phone number]</i>

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:	<input type="text"/>
	<i>[insert referee's name]</i>
Phone:	<input type="text"/>
	<i>[insert referee's phone number]</i>
Email:	<input type="text"/>
	<i>[insert referee's email address]</i>
Referee's connection to applicant:	<input type="text"/>
	<i>[insert referee's connection to the applicant]</i>

Referee 2

Name:	<input type="text"/>
	<i>[insert referee's name]</i>
Phone:	<input type="text"/>
	<i>[insert referee's phone number]</i>
Email:	<input type="text"/>
	<i>[insert referee's email address]</i>
Referee's connection to applicant:	<input type="text"/>
	<i>[insert referee's connection to the applicant]</i>

10 Term of rental agreement

Desired lease term (e.g. 6 months, 12 months, 24 months):	<input type="text"/>
	<i>[insert preferred lease term]</i>
Preferred move in date:	<input type="text"/>
	<i>[insert preferred move in date]</i>

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
TICA	1300 720 164	www.tica.com.au
<i>[insert tenancy database name]</i>	<i>[insert tenancy database phone number]</i>	<i>[insert tenancy database web address]</i>
<i>[insert tenancy database name]</i>	<i>[insert tenancy database phone number]</i>	<i>[insert tenancy database web address]</i>
<i>[insert tenancy database name]</i>	<i>[insert tenancy database phone number]</i>	<i>[insert tenancy database web address]</i>

12 Signature

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

Print name:	<input type="text"/>
	<i>[insert name]</i>
Signature:	<input type="text"/>
	<i>[insert signature]</i>
Date:	<input type="text"/>
	<i>[insert date]</i>

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

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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.

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 görüşturmelerini 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 በአንገሊዝኛ 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።

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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 essee messi in comunicazione con un operatore addetto alle informazioni del dipartimento "Consumer Affairs Victoria" al numero 1300 55 81 81.

Pet request form

Residential Tenancies Act 1997 Section 71B

Information for renters and residential rental providers

Renters must use this form to ask the residential rental provider (rental provider, formerly known as the landlord) for consent to keep a pet at the rented premises. Rental providers can only refuse a pet request if the Victorian Civil and Administrative Tribunal (VCAT) orders it is reasonable to do so.

A pet means any animal except an assistance dog (a dog that is trained to perform tasks to support a person with a disability).

Information for the renter

Complete a separate form for each pet you want to keep and give the completed form/s (including this information page) to the rental provider. Keep a copy of the form and the details of how you gave the request for your own records.

The rental provider cannot unreasonably refuse to give you consent. If they want to object to you keeping the pet, they will need to apply to VCAT within 14 days (starting the day they receive the form) for an order that they may refuse on reasonable grounds. It will be up to VCAT to decide if this type of order should be made. See 'What can VCAT order?' below.

If the rental provider does not apply to VCAT within this 14-day period, the rental provider's consent is taken to be granted. It may take several days for you to receive a copy of any VCAT application.

Information for the rental provider

If you consent to this pet request, it is recommended that you notify the renter in writing. Tick the relevant box in section 6 and send the form back to the renter, keeping a copy for your records.

Under the law, you must not unreasonably refuse consent for a renter to keep a pet on the rented premises. If you want to refuse, you **must** apply to VCAT within 14 days (of the day you receive this form). VCAT will hold a hearing and consider your application. See 'What can VCAT order?' below.

To apply, visit the [VCAT Residential Tenancies Hub](https://www.vcat.vic.gov.au/RTHub) ([vcat.vic.gov.au/RTHub](https://www.vcat.vic.gov.au/RTHub)) or call 1300 01 8228.

Complete section 6 of this form, to tell the resident whether you consent or whether you have applied to VCAT to refuse consent. Send the form back to the resident, and keep a copy for your records.

If you do not apply to VCAT within the 14-day period, this will mean you have consented to the pet request, even if you have not given consent in writing. What can VCAT order?

VCAT can order that:

- the renter may keep the pet on the premises, **or**
- it is reasonable for the rental provider to refuse consent to the pet request, and/or the pet is excluded from the premises.

When making its decision, VCAT may consider:

- the type of pet the renter wants to keep, or is keeping

- the character and nature of the premises the renter is renting
- the character and nature of the appliances, fixtures and fittings in the premises
- other relevant laws (for example, if the pet is prohibited by a local council law)
- anything else VCAT considers relevant.

If VCAT makes an order excluding the pet from the premises, the order will include a date for the renter to comply with the order. If the renter has not complied with the order within 14 days of that date, the rental provider may serve them with a notice to vacate, giving a minimum of 28 days' notice.

If a renter keeps a pet without consent

If a rental provider reasonably believes a renter is keeping a pet on the premises without consent, they can apply to VCAT for an order to exclude the pet from the premises. See 'What can VCAT order?' above.

Does this form apply to me?

New laws on pets in rental properties commenced on 2 March 2020. Renters do not need to request consent for pets that were already present in the rented premises before this date.

After 2 March 2020, renters who want to bring a new pet into the property must use this form to request consent. It does not matter what date the tenancy agreement started.

Help or further information

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به قیمت مخابره محلی تماس 131 450 به شماره (TIS) اگر شما مشکل دانستن زبان انگلیسی دارید، با اداره خدمات ترجمانی تحریری و شفاهی ارتباط دهید. 1300 55 81 81 به شماره را به کارمند معلومات دفتر امور مهاجرین ویکتوریا به شماره

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.

Pet request form

1 Renter details

Renter/s name/s:

Address of rented premises:

Renter/s address for serving documents (*can be email address if renter has previously consented to electronic service*):

2 Rental provider details

Rental providers name/s:

Rental providers address for serving documents (*can be email address if rental provider has consented to electronic service, and can be agent's address*):

3 Pet details

I am asking to keep the following pet at the rented premises.

Complete a separate form for each pet. If you do not yet have a specific pet, complete as much information as you can about the kind of pet you intend to keep at the rented premises.

Animal type (*including breed and species if known*):

Pet name (*if known*):

Identifying details (*if known – e.g. registration number, microchip number, sex, fur colour/length, other features*):

Other information you would like to share about the suitability of the pet being kept on the premises:

You do not have to provide other information, but it may help the rental provider to make an informed decision. This could include, for example:

- *information about the pet's age, size, temperament, training or other characteristics*
- *whether the premises is suitable for keeping this type of pet (e.g. size of property, outdoor areas)*
- *whether the pet is permitted under the local council by-laws*
- *whether you intend to keep the pet inside and/or outside, or in an appropriate enclosure.*

Further details are attached to this form (*e.g. photo of pet, photo of enclosure, other information*):

Yes:	<input type="checkbox"/>
No:	<input type="checkbox"/>

Description of attachment/s:

4 Service details

This form was sent on (date):

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The form will be given (method of delivery):

personally (for example by hand)	
by post	

Post method (e.g. ordinary, registered)

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Delivery time (in days)

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Registered post tracking number (if applicable)

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email (if the rental provider has consented to receive notices this way)	
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Rental provider's email address (can be an agent's):

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The 14-day period for the rental provider to apply to VCAT if they want to refuse consent to the pet request begins the day the rental provider receives the form.

- If you send this form by post, you must take into account the extra days it takes for the form to be delivered. Keep a clear record of the date you posted the form, and any evidence such as a registered post receipt. For information on Australia Post mail delivery options and times, visit the [Australia Post website](http://auspost.com.au) (auspost.com.au).
- If you send this form by email, the provisions of the *Electronic Transactions (Victoria) Act 2000* apply. For legal purposes, the time when a document is received is when it can be retrieved from the email address the recipient nominated.

5 Signature of renter

Signature/s of renter/s

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Name/s of renter/s

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Date of signature/s

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6 Rental provider consent

(To be completed by rental providers – check the appropriate box)

I consent to the pet being kept at the rented premises	
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OR

I have applied to VCAT to refuse consent to this request	
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VCAT proceeding no.

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Signature/s of rental provider/s

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Name/s of rental provider/s

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Date of signature/s

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