



Rental Application Form

Each adult who would like to live in the property must submit an individual form.

Please attached the following items if applicable –

Drivers Licence

Passport

Other Photo ID

Electricity Account

Previous Rental Reference

Pension Card

Motor Vehicle Registration Certificate

Proof of Current Bank Balance

Telephone Account

Gas Account

Previous Rental Ledger

Wage Advice/Pension Statement

PROPERTY DETAILS

Address of Property You Wish To Apply For:

1st Preference: _____ \$ _____

2nd Preference: _____ \$ _____

Where did you first see the property advertised? (Please circle one)

Website (which site?) _____ Newspaper _____ Facebook _____

Office Rental List _____ For Lease Signboard _____

LEASE DETAILS

Lease commencement date: _____

Preferred Lease Term: 6 months / 12 months / Other _____ Smoker: Yes / No

Number of people to occupy property: Adults _____ Children _____ Ages of Children _____

Pets: Yes / No Breed: _____ Age: _____

Are your Pets: ☐ Inside ☐ Outside

PERSONAL DETAILS

First Name: _____

Surname: _____

Middle Name: _____

Maiden Name: _____

Home Phone: _____

Work Phone: _____

Mobile: _____

Email: _____

D.O.B. (NSW applicants only): _____

Drivers Licence No: _____

Drivers Licence State: _____

Expiry: _____

Passport No: _____

Passport Country: _____

Number of vehicles to be at premises: _____

Car Make / Model: _____

Rego: _____

CURRENT HOUSING

Current Address: _____

Renting / Boarding / Owned

Current Agent/*RRP: _____ Phone: _____

Agent Email: _____

Rental Amount: \$_____ per week

Period of Occupancy: From ___ / ___ / ___ To ___ / ___ / ___

Reason For Leaving: _____

PREVIOUS RENTAL / HOUSING HISTORY**Address 1:** _____

Renting / Boarding / Owned

Current Agent/RRP: _____ Phone: _____

Agent Email: _____

Rental Amount: \$_____ per week

Period of Occupancy: From ___ / ___ / ___ To ___ / ___ / ___

Reason For Leaving: _____

Address 2: _____

Renting / Boarding / Owned

Current Agent/RRP: _____ Phone: _____

Agent Email: _____

Rental Amount: \$_____ per week

Period of Occupancy: From ___ / ___ / ___ To ___ / ___ / ___

Reason For Leaving: _____

STUDENT (if applicable)

Name of Tafe/Uni/College: _____ Course: _____

Contact: _____ Phone: _____

Student ID Number: _____ From ___ / ___ / ___ To ___ / ___ / ___

Income: _____

CURRENT EMPLOYMENT

From: ___ / ___ / ___ To ___ / ___ / ___

Current Employer: _____ Full Time / Part Time / Casual

Your Position Held: _____

Contact Person: _____ Phone: _____ Mobile: _____

Current Income: \$_____ net per week / month

**Please note: Any mention of 'RRP' on this form refers to 'Residential Rental Provider'.*



PREVIOUS EMPLOYMENT

Previous Employer: _____ From: ____/____/____ To ____/____/____

Your Position Held _____ Full Time / Part time / Casual

Contact Person: _____ Phone: _____ Mobile: _____

Current Income: \$_____ net per week / fortnight/ month

IF SELF EMPLOYED

Name of Business: _____ Industry: _____

Address: _____ Phone: _____

From: ____/____/____ To ____/____/____

Current Income: \$_____ net per week / fortnight/ month

IF YOU RECEIVE CENTRELINK PAYMENTS

Type of Payment: _____

Customer Reference Number: _____

Type of Pension: _____

Amount: \$_____ net per week / fortnight/ month

IF YOU RECEIVE INCOME FROM AN INVESTMENT PROPERTY

Property Address: _____ Amount: \$_____ per week

Current Managing Agent: _____

EMERGENCY CONTACT

First Name: _____ Surname: _____

Relationship: _____

Mobile: _____ Home: _____ Work _____

Address: _____

REFERENCES

First Name: _____ Surname: _____

Relationship: _____ How Long known: _____

Mobile: _____ Home: _____ Work _____

Address: _____



If accepted for the aforementioned property I agree that all payments must be made fortnightly in full, in advance. I have been informed, understand and agree that the bond for the property will be:

- Equivalent to four weeks rent for NSW properties
- Equivalent to one calendar month rent for VIC properties

I further agree and undertake to pay the said bond on or before the commencement of the residential rental agreement.

- Should the RRP of the property accept this application, I agree to pay one week rent to the letting agent within 24 hours of being accepted and to sign a Residential Rental Agreement. This payment will hold the property for me until the commencement of the Lease.
- Each adult to occupy the premises are to complete an application form for the property. Only those people listed on the lease are to occupy the premises (except children).
- Should renters wish to change occupants, all changes must be approved by the agent after completing an application form.
- I, as the applicant, do solemnly and sincerely declare that I am not a bankrupt or an undischarged bankrupt and affirm that the enclosed information is true and correct. I have inspected within the named premises and wish to take a rental for such premises. I acknowledge Leading Property Group may conduct independent reference and credit checks to this application.
- This property is offered subject to the owner's approval and every effort will be made for occupation to be available at the suggested commencement date. I declare that the information supplied is true and correct and agree that the agent is permitted to make independent enquires to provide information to the RRP for the purpose of assessing my eligibility to rent the property.
- The availability and adequacy of TV Connections; telephone lines; Internet Services are the sole responsibility of the renter(s) and renters should make their own enquiries as to the availability and adequacy of such services before accepting the rental of the property.

FREE UTILITY CONNECTION SERVICE



Movinghub is a FREE & EASY to use utility connection service available for tenants

Unless I have opted out of this section, I/we: Consent to the disclosure of information on this form to Movinghub ABN 64 637 137 154 for the purpose of arranging the connection of nominated utility services; consent to Movinghub disclosing personal information to utility service providers for the stated purpose and obtaining confirmation of connection; consent to Movinghub disclosing confirmation details (including NMI, MIRN, utility provider) to the Real Estate Agent, its employees and may receive a Movinghub fee/incentive from a utility provider in relation to the connection of utility services; acknowledge that whilst Movinghub is a free service, a standard connection fee and/or deposit may be required by various utility providers; acknowledge that, to the extent permitted by law, the Real Estate Agent, its employees and Movinghub shall not be liable for any loss or damage (including consequential loss and loss of profits) to me/us or any other person or any property as a result of the provision of services or any act or omission by the utility provider or for any loss caused by or in connection with any delay in connection or provision of, or failure to connect or provide the nominated utilities. I acknowledge that Movinghub record all calls for coaching, quality and compliance purposes.

Phone : 1300 744 334

Email: ops@movinghub.com.au

Web: www.movinghub.com.au



Yes, Please Contact Me

☐ Tick here to opt out



TICA Statement & Privacy Act Acknowledgement Form

As the TICA Group may collect personal information about you, the following information about the TICA Group is provided in accordance with the Australian Privacy Principles in the Privacy Act 1988.

TICA Data Solutions Pty Ltd (ABN 70 638 779 521) is a tenancy database that records tenants' personal information from its members including tenancy application enquiries and tenancy history. If a member chooses to run a check through the TICA System for risk management purposes, this may result in information being disclosed on your previous rental history; also, your current and future managing agent/landlord being advised of your applications. If a member chooses to run a check through the TICA System for risk management purposes, this may result in information being disclosed on your previous rental history; also, your current and future managing agent/landlord being advised of your applications.

TICA Assist Pty Ltd (ABN 28 137 488 503) is a database Agent that records information from Debt Collection Agencies, Mercantile Agents, Credit Providers, associated industries and related persons.

In accordance with the Australian Privacy Principles you are entitled to have access to any personal information that we may hold on any of our databases. To obtain your information from the TICA Group proof of identity will be required and can be made by any of the following ways:

Mail: TICA Public Inquiries PO BOX 120, CONCORD NSW 2137 a fee of \$19.80

Online: My TICA File provides instant access via the internet for 12 months a \$55.00 subscription fee applies.
All pricing includes GST.

Primary Purpose

The TICA Group collects information from its members and provides such information to other members as a risk management system for the purpose of assessing a tenancy application. The TICA Group does not provide any information that it collects to any other individual or organisation other than its own group of companies for any other purpose other than assessing a tenancy application or risk management system or locating system other than government departments and or agencies allowed by law to obtain information from the TICA Group.

The personal information that the TICA Group may hold is as follows:

Name, date of birth, driver's license number, proof of age card number and or passport number (except Australian), photographic proof, email address, occupation, employer (including address and phone), self employment details (including business name and ACN/ABN/ARBN), telephone number (including mobile) and address at time of making a tenancy application, comments made by a TICA member in relation to your tenancy, which members you rented through and which members you applied to and which members are seeking you.

Further Information about TICA

Full details about TICA's Privacy Policies and its deletion timeframe policies can be found on TICA's website at www.tica.com.au under Tenant Information and Privacy. If the applicant/s personal information is not provided to The TICA Group the member may not proceed with assessing the application and the applicant/s may not be provided with the rental property.

Privacy Act Acknowledgement Form for Tenant Applicants & Approved Occupants

This form provides information about how we the below named agent handle your personal information, as required by the Australian Privacy Principles in the Privacy Act 1988 and seeks your consent to disclosures to the TICA Group of companies (TICA) in specified circumstances. If you do not consent to the disclosure of your personal information to TICA we cannot process your application.

Agency Name: _____
(Herein referred to as the "Agent")

Tenant Current Address: _____

Phone: _____ Fax: _____

Email: _____

As a professional asset manager, the Agent collects personal information about you. The information collected can be accessed by you by contacting our office on the above numbers or addresses.



Primary Purpose

Before a tenancy is accepted the Agent collects your personal information for the primary purpose of assessing the risk to our clients in providing you with a property you have requested to rent and if considered acceptable provide you with a tenancy for the property. In order to assess your application, the Agent may disclose your personal information to all or any of the following:

- The Lessor / Owners for approval or rejection of your application
- TICA Data Solutions Pty Ltd and TICA Assist Pty Ltd to record details of your application for tenancy with the Agent and assess the risk to our clients and verify the details provided in your application.
- Referees to validate information supplied in your application
- Other Real Estate Agents or asset managers to assess the risk to our clients

The Agent may also consider any information that is disclosed to us by TICA relating to attempts by Debt Collection Agencies, Credit Providers and related person to contact or locate you.

Secondary Purpose

The Agent also has several secondary purposes for collecting your information. These purposes are related to your tenancy and as such, will only become applicable if your application for this property is successful.

During and after the tenancy the Agent may disclose your personal information to:

- Tradespeople to contact you for repairs and maintenance of the property;
- Tribunals or Courts having jurisdiction seeking orders or remedies;
- Debt Collection Agencies, Credit Providers and related persons to permit them to contact or locate you;
- TICA Data Solutions Pty Ltd to record details of your tenancy history;
- Lessors / Owners insurer in the event of an insurance claim;
- Future rental references to other asset managers / owners.

In the event of a successful tenancy application the applicant's personal information may be recorded in the Agent's TICA Virtual Manager System, which will allow the Agent to be advised of any future tenancy applications for the purpose of skip tracing. Information regarding our data deletion practices can be advised should you wish. The TICA Virtual Manager program will monitor your tenancy applications as part of our Risk Management procedures to protect our landlord's exposure. The monitoring of your tenancy applications is not a listing on the TICA Tenancy History database. This information is information that would be available to the Agent on a truthfully completed tenancy application form.

If you fail to provide your personal information and do not consent to the uses set out above the Agent cannot properly assess the risk to our client or carry out our duties as an asset manager. Consequently the Agent cannot provide you with the property you requested to rent.

Signed by the Applicant(s)

Name: _____ Signature: _____

Name: _____ Signature: _____

Date: _____



Residential Tenancies Act 1997 (Section 29C)

STATEMENT OF 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.
8. **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/ 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.