



Real Estate Naracoorte

VIC Tenant Application Form

Please Note: Anyone 18 years of age and older is required to complete an application form, even if only listed as an approved occupant.

SUMMARY OF PROCESS

STEP 1 Complete this application form in its entirety and sign the disclosure statement. **All information requested must be completed for your application to be considered by a rental provider.**

STEP 2 Return this application form, 100 points of identification and proof of income. This can be your last 2 payslips or if applicable, your most recent Centrelink Income Statement.

We can photocopy your ID in our office, alternatively you can email screen shots or scan documents to naracoorte@elders.com.au

STEP 3 Your application will be processed along with reference and employment verification.

STEP 4 Once processed, your application will be presented to the applicable landlord for consideration.

If your application is pre-approved for a property, we will contact you to arrange a suitable viewing time. Should your application be unsuccessful, we will contact you accordingly.

100 POINT IDENTIFICATION CHECK

TYPE	POINTS
Driver's Licence	40
Passport	40
Birth Certificate	30
Other Photo ID	30
Payslips	20
Motor Vehicle Registration	10
Telephone Account	10
Utilities Account	10
Bank Card	10



AGENT

Elders Rural Services Australia Ltd Tas Elders Real Estate Naracoorte
PO Box 639 Naracoorte SA 5271
P: 08 8762 7900 E: naracoorte@elders.com.au W: naracoorte.eldersrealestate.com.au

PROPERTIES APPLYING FOR (IN ORDER OF PREFERENCE)

1. _____

2. _____

3. _____

4. _____

PREFERRED TENANCY PERIOD

☐ 6 MONTHS

☐ 12 MONTHS

DATE ABLE TO OCCUPY _____

IMPORTANT INFORMATION

- Pet friendly homes require all pets to be kept outside at all times.
- You may be liable for water usage and water supply costs.
- The landlord and/or agent do not represent or guarantee that a television aerial is connected to the premises, even if one or more aerial outlet plugs are located in the premises.

APPLICANT DETAILS

☐ Mr

☐ Mrs

☐ Ms

☐ Miss

Full Name:_____

Mobile:_____

Home: _____

Email:_____

Date of Birth: _____ Drivers Licence No:_____

Car Registration:_____ Passport No:_____

Joint Application with:_____

OCCUPANTS AT THE PROPERTY UNDER THE AGE OF 18

Name:_____	Age:_____
Name:_____	Age:_____
Name:_____	Age:_____
Name:_____	Age:_____
Name:_____	Age:_____
Name:_____	Age:_____

CURRENT EMPLOYMENT DETAILS

Occupation:_____

Business Name:_____

Business Address:_____

Supervisor/Manager:_____

Supervisor Phone:_____ Supervisor Email:_____

Length of Service: _____ Years _____ Months Gross Weekly Income:_____

PLEASE ENSURE YOU PROVIDE 2 OF YOUR MOST RECENT PAY SLIPS

PREVIOUS EMPLOYMENT DETAILS

Occupation:_____

Business Name:_____

Business Address:_____

Supervisor/Manager:_____

Supervisor Phone:_____ Supervisor Email:_____

Length of Service:_____ Years _____ Months

ACCOUNTANT DETAILS (IF APPLICABLE)

Name of Accountant:_____

Phone:_____ Email:_____

CENTRELINK DETAILS

Payment Type:_____ Amount:_____

PLEASE ENSURE YOU PROVIDE A COPY OF YOUR MOST RECENT INCOME STATEMENT

PERSONAL/BUSINESS REFERENCES

Name:_____ Phone: _____

Relationship to you:_____

Name:_____ Phone: _____

Relationship to you:_____

EMERGENCY CONTACT/NEXT OF KIN

Name:_____

Address:_____

Phone:_____ Email:_____

Relationship to you:_____

CURRENT RENTAL DETAILS

Landlord/Agent Name:_____

Landlord/Agent Address:_____

Landlord/Agent Phone:_____ Landlord/Agent Email:_____

Current Rental Address:_____

Length of Time at Current Address:_____ Years _____ Months Current Rent: \$_____

Reason for Vacating: _____

PREVIOUS RENTAL DETAILS

Landlord/Agent Name:_____

Landlord/Agent Address:_____

Landlord/Agent Phone:_____ Landlord/Agent Email:_____

Previous Rental Address:_____

Length of Time at Previous Address:_____ Years _____ Months Previous Rent: \$_____

Reason for Vacating: _____

PREVIOUS RENTAL DETAILS

Landlord/Agent Name:_____

Landlord/Agent Address:_____

Landlord/Agent Phone:_____ Landlord/Agent Email:_____

Previous Rental Address:_____

Length of Time at Previous Address:_____ Years _____ Months Previous Rent: \$_____

Reason for Vacating: _____

PETS

Type: _____ Breed: _____ Age: _____ Sex: _____

Desexed/Microchipped : _____ Council Registration No: _____ Name: _____

Type: _____ Breed: _____ Age: _____ Sex: _____

Desexed/Microchipped : _____ Council Registration No: _____ Name: _____

Type: _____ Breed: _____ Age: _____ Sex: _____

Desexed/Microchipped : _____ Council Registration No: _____ Name: _____

NOTES - any other details you wish to provide to assist your application, ie firearms storage requirements

DISCLOSURE STATEMENT

APPLICATION

The Applicant applies to the Agent to let the property in accordance with the terms and conditions of this application.

APPLICANT'S OBLIGATION

The Applicant warrants that all information provided to the Agent in relation to this application is true and correct and the Applicant undertakes to promptly advise the Agent of any change to that information.

The Applicant acknowledges that it is not entitled to take possession of the property until a Residential Tenancy Agreement is signed by the Applicant and the Agent.

AUTHORITY

The Applicant authorises the Agent to make all necessary enquiries to verify the information provided by the Applicant in this application. The Applicant authorises the Agent to provide information related to the applicant's tenancy of the property to any Registered Agent who is authorised by the Applicant to enquire about that matter. The Applicant authorises their current employer, previous employer, accountant, current Landlord/Agent, previous Landlord/Agent and referees set out in this application to disclose the details of its tenancy, employment and or character to the Agent for the purpose of processing this application.

INCONSISTENCY

If there is any inconsistency between the terms of this application and the Residential Tenancy Agreement, the terms of the Residential Tenancy Agreement prevail.

PRIVACY ACT 1988

The personal information the Applicant provides in this application or collected from other sources is necessary for the Agent to verify the applicant's identity to process and evaluate the application to manage the tenancy. Personal information collected about this applicant and application may be disclosed for the purpose for which it was collected to other parties including the Landlord, referees, other Agents and third party operators of residential tenancy databases. Information already held on residential tenancy databases may also be disclosed to the agent and or landlord.

Full Name of Applicant: _____

Signature: _____ Date: _____

FOR STATISTICAL PURPOSES ONLY - PLEASE INDICATE WHERE YOU SAW THIS PROPERTY ADVERTISED

☐ Newspaper ☐ Office Display ☐ Facebook ☐ Property Guide ☐ Website: _____

Elders Real Estate Naracoorte uses TICA to check the applicant's tenancy history. More details regarding this data base can be found at www.tica.com.au





Shop 5/26 Robertson Street, Naracoorte SA 5271
08 8762 7900
<https://naracoorte.eldersrealestate.com.au>



DIRECT CONNECT PROVIDES A FREE SERVICE THAT TAKES THE HASSLE OUT OF MOVING.
Simply complete the form below, select the services you would like organised and return this form to your Agent.
Direct Connect will then contact you to confirm your details and service request.

SERVICES WE *connect*



Electricity

Gas

Phone +
Internet

Pay TV

Removalists

Cleaning

Please provide your personal details:

Title:	First Name:
Last Name:	

Date of Birth:

Day	Month	Year
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Please provide your contact details:

Mobile phone no:
Email address:

☐ YES

I consent to;

- » Elders Real Estate providing my personal information to Direct Connect including name, address, email and phone number.
- » Direct Connect contacting me in relation to my utilities and service connections.
- » Direct Connect obtaining metering information for the premises I am moving to.

Applicant 1 Signature	Date
Applicant 2 Name	Phone
Applicant 2 Signature	Date

Privacy Collection Statement: Direct Connect Australia Pty Limited (DCA) is collecting your personal information for the purposes of contacting you in relation to your utilities and services connections. DCA will otherwise collect, use and disclose your personal information for purposes set out in its Privacy Policy at www.directconnect.com.au/privacypolicy/. This information may be disclosed to third parties that help DCA deliver its services. The Privacy Policy explains how DCA will collect, use, store and disclose your personal information, the consequences for you if DCA does not collect this information, and the way in which you can access and seek correction of your personal information or complain about a breach of the Privacy Act. To obtain further information, you can contact DCA on 1300 664 715.

ENSURE YOUR MOVE IS SEAMLESS AND HASSLE FREE.
Call us on 1300 650 767 or visit directconnect.com.au



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

For further information, visit the Renting section – Consumer Affairs Victoria website at www.consumer.vic.gov.au/renting or call Consumer Affairs Victoria 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 مكالمات 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 laguugu 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 እንዲያገናኝዎት መጠየቅ።

Dari

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.