

APPLICATION FORM

To ensure you don't miss out on a property you like, please fill out the application forms prior to the inspection and ensure all relevant documents are provided. If unable to fill out prior – please ensure your application is handed in the same day as inspection.

Thank-you for handing in an application with PH Property Real Estate. Your application is for the following properties:

- _____
- _____
- _____

Along with this application – you are required to supply 100 points of ID.

70 points

- ▶ Current Passport

40 points

- ▶ Current Driver license issued by an Australian State or Territory (With current address)
- ▶ An identification card issued to a student at a tertiary education institution

30 points

- ▶ Credit Card
- ▶ Eftpos Card
- ▶ Medicare Card
- ▶ Foreign Drivers Licence
- ▶ Water, Gas, Electricity or Phone Bill with full name and address on it

Also if you are on Centrelink payments, you are required to supply proof of income from them.

Please Note: If your application is successful, you will be required to pay the bond (being 4 x weeks rent) via direct bank transfer into our nominated trust account at the signing of the lease. (Which needs to be done within 48 hours of being approved).

Before collection of the keys, you are required to pay 2 weeks rent via direct bank transfer into our nominated trust account

If your application is approved, you will be notified by phone. If unsuccessful, this form and any copies will be destroyed after 28 days of handing it in. For more information, refer to renting a home: a guide for tenants and landlords. Available from Consumer Affairs Victoria – 1300 55 81 81.

THIS PAGE IS FOR THE APPLICANT TO RETAIN



OUR OPEN FOR INSPECTION AND YOUR PRIVACY©
(Privacy Act 1988: APP privacy policy) | ACN: 121 254 500

If on attending our open for inspection you choose to give us your personal information on doing so you consent to us collecting, holding, using, and disclosing it for the following primary and secondary purposes

When you give us your personal information, we will give you this form and also our contact details. If our representative accidentally overlooks doing so, please ask him or her to hand one or the other, or both of them to you, before you leave our open for inspection.

What are the primary purposes?

They are: to inform our vendor or landlord of those attending our open for inspection; to seek your views in connection with the sale or letting of the property; to provide you with further information about the property, during the course of the sale or letting campaign; to provide you with copies of documents about the property, which you have asked to see; receive and respond to enquiries you may have about the property; receive, respond to, and negotiate offers to buy or lease which you may make for the property; if the property is to be auctioned, to advise you about any changes in connection with the auction.

What are the secondary purposes?

They are: to advise you of other properties we list for sale or letting and which we think may be of interest to you; direct marketing or telemarketing or both; to include it in a database of potential purchasers or tenants; to advise appropriate authorities and insurers, if an accident occurs or a crime is committed, or is suspected to have been committed, at or in the immediate vicinity of the property.

If I give you my personal information, how will you hold it?

We will hold your personal information in hard copy or electronic form or both and we will only use and disclose it for the primary and the secondary purposes.

How do I contact you about my personal information?

You can contact us between 9:00 am and 5:00 pm Monday to Friday (excluding public holidays) to terminate your consent to our using your personal information for some or all of the primary or the secondary purposes or both and also to have access to your personal information to update or correct it.

If you misuse my personal information, how do I complain to you?

If you consider we have breached the Australian Privacy Principles you may complain to us by letter, fax, or email. We will promptly consider your complaint and attempt to resolve it in a timely manner. If we are unable to resolve it you may refer your complaint to the Office of the Australian Information Commissioner, GPO Box 5218, Sydney NSW 2001 or enquiries@oaic.gov.au

Will you disclose my personal information to someone overseas?

We are unlikely to disclose your personal information to overseas recipients.

What are the main consequences for me, if I choose not to give you my personal information?

The main consequences for you are that we will not be able to contact you about the sale or letting of this property nor provide you with details of other properties we have listed for sale or letting and which may be of interest to you. ©March 2014 The Real Estate Institute of Victoria Ltd

Property/s Address & Price:

- 1. _____ \$ _____
- 2. _____ \$ _____
- 3. _____ \$ _____

Payments:

Rent: OWN CENTREPAY

Bond: OWN D . O . H

*** Applicant One**

Given Names: _____ Surname: _____

Date of Birth: _____ Contact No (M) _____
(to verify identity we need your date of birth)

Contact No (H) _____ Contact No (W) _____

Email: _____

Driver Licence Number: _____ Expiry Date: _____

Car Rego: _____ Passport No: _____

Current Address: _____ Reason Leaving: _____

Period There: _____ Weekly Rent: \$ _____

Landlord / Agent Name: _____ Phone No: _____

Previous Address: _____ Period There: _____

Weekly Rent: \$ _____ Landlord / Agent: _____

Phone No: _____

Occupants:

Adults: _____

Children: _____

Lease Term:

6 Months 12 Months

Commencement Date: _____

Next of Kin MUST PROVIDE (Cannot be the person you are applying with)

Relationship: _____

Phone No: _____

Address: _____

Current Employment (please provide two current payslips)

If Student, please list what you are studying _____

Full Time / Part Time / Casual

Company Name: _____

Occupation: _____

Address: _____

Contact name: _____

Phone: _____

Income P.W. (Net) \$ _____

Years There: _____

Previous Employment

If Student, please list what you are studying _____

Full Time / Part Time / Casual

Company Name: _____

Occupation: _____

Address: _____

Contact name: _____

Phone: _____

Income P.W. (Net) \$ _____

Years There: _____

Centrelink (Please provide copy of proof of income)

Income type: _____ Income P.W. (Net) \$ _____

Referees (Cannot be close friends or family & different to the referees on the front page)

Name: _____ Contact Number: _____

Relationship to you: _____

Name: _____ Contact Number: _____

Relationship to you: _____

Pets:

Breed / Type: _____ Breed / Type: _____

Additional Comments:

Please Note: Application MUST be fully completed including signatures by all parties prior to handing into the office, along with 100 points of ID.

Applicant MUST view the property PRIOR to applying.

If your application is successful, you will be required to pay the bond (being 4 x weeks rent) via direct bank transfer into our nominated trust account at the signing of the lease. (Which needs to be done within 48 hours of being approved).

Before collection of the keys, you are required to pay 2 weeks rent via direct bank transfer into our nominated trust account

Privacy Act 1988 Collection Notice

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 acknowledge that this application is subject to the approval of the owner/landlord. I declare that all information contained in this application (including the duplicate pages) is true and correct and given of my own free will. I declare that I have inspected the premises and am not bankrupt.

I authorise the Agent to obtain personal information from:

- (a) The owner or the Agent of my current and 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 of equivalent organizations 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 Tenancy Database) – Ph: 1300 563 826
- (h) transfer water account details into my name or connection of services/utilities

I am aware that if information is not provided or I do not consent to the uses to which personal information is put, the agent cannot provide me with lease/tenancy of the premises. I am aware that I may access personal information of the contact details above.

Date: _____

Name: _____

Signature: _____

Form 3
Residential Tenancies Act 1997
(Section 29C) (Regulation 14)

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.

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.