

# Residential Application Form

For your application to be processed you must answer all questions (including the reverse side)

## A. AGENT DETAILS

### Colin Knight Real Estate

**Address:** 60 Doncaster Street, Balwyn North VIC 3104

**Phone:** (03) 9859 8746

**email:** justyn@colinknight.com.au

**website:** www.colinknight.com.au

☐ I acknowledge receiving the Statement of Information for Rental Applicant prior to completing this Rental Application Form.

## B. PROPERTY DETAILS

### 1. What is the address of the property you would like to rent?

Postcode

#### Rental Amount

\$  per week

### 2. Lease commencement date?

Day  Month  Year

### 3. Lease term?

Years  Months

### 4. How many tenants will occupy the property?

Adults  Children  Ages of Children

## C. PERSONAL DETAILS

### 5. Please give us your details

Surname	Given name/s
<input type="text"/>	<input type="text"/>
Date of Birth	Driver's licence number
<input type="text"/> / <input type="text"/> / <input type="text"/>	<input type="text"/>
Driver's licence expiry date	Driver's licence state
<input type="text"/> / <input type="text"/> / <input type="text"/>	<input type="text"/>
Passport no.	Passport country and expiry date
<input type="text"/>	<input type="text"/>
Pension no. (if applicable)	Pension type (if applicable)
<input type="text"/>	<input type="text"/>

### 6. Please provide your contact details

Home phone no.	Mobile phone no.
<input type="text"/>	<input type="text"/>
Work phone no.	Fax no.
<input type="text"/>	<input type="text"/>
Email address	
<input type="text"/>	

### 7. What is your current address?

Postcode

# COLIN KNIGHT

REAL ESTATE

## D. UTILITY CONNECTIONS

# YourPorter

Telephone: 1300 400 600  
Fax: 1300 326 468  
www.yourporter.com.au

YourPorter is a FREE service connecting utilities and other services. If the Agent approves this application, YourPorter will connect your water, where permitted, for the purpose of usage charges at your new property on behalf of the Real Estate Agent. YourPorter will be contacting you by phone, SMS, or email for the purposes of assisting you to connect your utilities within 24 hours of receiving this application for next business day connection.

- |                                         |                                          |                                           |
|-----------------------------------------|------------------------------------------|-------------------------------------------|
| <input type="checkbox"/> Electricity    | <input type="checkbox"/> Gas             | <input checked="" type="checkbox"/> Water |
| <input type="checkbox"/> Telephone      | <input type="checkbox"/> Pay TV          | <input type="checkbox"/> Internet         |
| <input type="checkbox"/> Car Insurance  | <input type="checkbox"/> Home & Contents | <input type="checkbox"/> Health Insurance |
| <input type="checkbox"/> Life Insurance | <input type="checkbox"/> Home Loans      |                                           |

### DECLARATION AND ACCEPTANCE:

I/We consent to the disclosure of this application form (including any personal information contained in this form) to YourPorter Pty Ltd (ABN 36 252 576 050) for the purpose of allowing YourPorter and its service providers to contact me for the connection of services as offered by YourPorter.

I/We acknowledge that if I/We do not provide my/our personal information, YourPorter will not be able to provide these services to me/us. YourPorter will ensure that my/our personal information is collected, used, held and disclosed in accordance with the requirements of the Privacy Act 1988 (Cth).

I/We acknowledge that YourPorter, and the Agent, may receive a benefit in relation to the connection of any of the services listed above. I/We consent to YourPorter contacting me by phone or SMS in relation to the connection of the services listed above. I/We acknowledge that this consent permits YourPorter to contact me even if the numbers listed on this application are listed on the Do Not Call Register. YourPorter will otherwise collect, hold, use and disclose personal information in accordance with their privacy policies, which are available at [www.yourporter.com.au/general/privacy-policy/](http://www.yourporter.com.au/general/privacy-policy/). YourPorter is a free service, but I/We acknowledge that standard connection fees may apply for services connected (in addition to the ongoing service fees).

I/We acknowledge that neither YourPorter nor the Agent accept any responsibility for any delay in or failure to arrange or provide for any connection of a service or for any loss, damage, cost or expense in connection with such delay or failure. By signing this application, I/We understand YourPorter is a value add product and that I/We are under no obligation to use YourPorter.

Signature of The Applicant

X

Date

/ /

## E. DECLARATION

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 Rental Provider I agree to enter into a Residential Rental Agreement.

I acknowledge that this application is subject to the approval of the Owner/Rental Provider. I declare that all information contained in this application (including the reverse side) 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 about me from:

- (a) The owner or the Agent of my current or previous residences;
- (b) My personal referees and employer/s
- (c) Any record listing or database of defaults by renter such as NDT, TICA or TRA for the purpose of checking your rental history;

I am aware that I may access my personal information by contacting;

NTD: 1300 563 826  
TICA: 1902 220 346  
TRA: (02) 9363 9244

If I default under the rental agreement, I agree that the Agent may disclose details of any such default to a rental default database, and to Agents/Rental Provider 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 renter
- (b) prepare lease/rental documents
- (c) allow tradespeople or equivalent organisations 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 Tenancies Database)
- (h) transfer water account into my name

I am aware that if the information is not provided or I do not consent to the uses to which personal information is put, The Agent cannot provide me with the lease/rental of the premises.

I am aware that the agent will disclose my personal information to YourPorter for the purposes of transferring the water account into my name. This will enable YourPorter to connect all accepted renters to relevant water boards for water usage where permitted.

Signature of The Applicant

X

Date

/ /

**F. APPLICANT HISTORY****8. How long have you lived at your current address?** Years  Months**9. Why are you leaving this address?****10. Rental Provider/Agent details of this property (if applicable)**

Name of Rental Provider or agent

Rental Provider/agent's phone no.

Weekly Rent

\$ **11. What was your previous residential address?**

Postcode

**12. How long did you live at this address?** Years  Months**13. Rental Provider/Agent details of this property (if applicable)**

Name of Rental Provider or agent

Rental Provider/agent's phone no.

Weekly Rent

\$ **G. EMPLOYMENT HISTORY****14. Please provide your employment details**

What is your occupation?

What is the nature of your employment?

☐ Full Time ☐ Part Time ☐ Casual ☐ Unemployed

Employer's name (inc. accountant if self employed or institution if student)

Employer's address

Postcode

Contact name

Phone no.

Length of employment

 Years  Months

Net Income

\$ **15. Please provide your previous employment details**

Occupation?

Employer's name

Length of employment

 Years  Months

Net Income

\$ **H. CONTACTS / REFERENCES****16. Please provide a contact in case of emergency**

Surname

Given name/s

Relationship to you

Phone no.

**17. Please provide 2 personal references (not related to you)**

1. Surname

Given name/s

Relationship to you

Phone no.

2. Surname

Given name/s

Relationship to you

Phone no.

**I. OTHER INFORMATION****18. Car Registration****19. Please provide details of any pets**

Breed/type

Council registration / number

1.

2.

**PLEASE NOTE**

Initial payments must be made by cash, bank cheque or money order within 24 hours after approval of application. No Personal Cheques accepted.

Keys will not be handed over until the lease agreement has been signed by all applicants.

This application is accepted subject to the availability of the property on the due date and no action shall be taken by the applicant against the Rental Provider and the agent should any circumstances arise whereby the property is not available for occupation on the due date.

**HOW DID YOU FIND OUT ABOUT THIS PROPERTY?**

☐ The Age ☐ The Internet ☐ Local Paper  
☐ Board ☐ Counter List ☐ Relocation Company  
☐ Referral ☐ Other (specify)

**PLEASE PROVIDE US WITH 100 POINTS OF IDENTIFICATION**

Driver's Licence	<input type="checkbox"/> 50
Passport	<input type="checkbox"/> 50
Proof of Age Card	<input type="checkbox"/> 50
Student ID Card	<input type="checkbox"/> 50
Copy of Mobile Phone Account	<input type="checkbox"/> 20
Copy of Medicare Card	<input type="checkbox"/> 20
Concession / Pension Card	<input type="checkbox"/> 10
Copy of gas/electricity account	<input type="checkbox"/> 30 each

**OFFICE USE ONLY****Property Rental** per week  \$  per month

**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/](http://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/](http://humanrightscommission.vic.gov.au/) or by calling 1300 292 153.