

RESIDENTIAL RENTAL APPLICATION FORM



1/624 Ferntree Gully Road, Wheelers Hill VIC 3150
03 9560 5000 | property@rogerdavis.com.au
www.rogerdavis.com.au
ABN 1300 497 8910

OFFICE USE ONLY:

Names: 1 2 3 4 Start Date: _____

Term: _____ Mth/Bd: \$ _____ Wk: \$ _____ Clause: _____

PART A—GENERAL

1 Premises to which the application applies

Address of premises: _____

I confirm that I have inspected the inside of this property YES / NO Date Inspected: _____

Do you require a Pet Request Form? YES / NO

2 Term of rental agreement

Desired lease term: 6mth, 12mth _____

Preferred move in date: _____

3 Personal details of applicant

Full name _____

Phone _____

Email _____

4 Number of occupants

Number Names

Adults _____

Children _____

5 Employment details

Occupation _____

Full Time / Part Time / Casual _____

Current or most recent employer _____

Employer address _____

Net weekly income _____

If not currently employed, date on which most recent employment ended: _____

If you cannot provide details of your current employment or income, please provide other details about your ability to pay rent under item 5 (Financial information).

6 Financial information

Please provide 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.

OFFICIAL

7 Verification of identity

Please **provide ONE form of Photo ID** and ONE form of any other identity document 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

8 Rental or residential history

Property 1

Current address:

Period of residence at address:

Rental provider / agent name

Rental provider / agent email

Rental provider / agent phone contact

Property 2

Previous address:

Period of residence at address:

Rental provider/agent name

Rental provider/agent email

Rental provider/agent phone contact

9 References

Please provide contact details of your personal referees. This can be a friend or relative

Referee 1

Name:

Phone:

Email:

Referee's connection to applicant:

Referee 2

Name:

Phone:

Email:

Referee's connection to applicant:

Consent to electronic service of notices and other documents

I agree to the service of notices and other documents by electronic methods, in accordance with the requirements of the Electronic Transactions (Victoria) Act 2000.

10 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
National Tenancy Database	1300 748 215	https://www.tenancydatabase.com.au/

APPLICATIONS FOR TENANCY

PRIVACY ACT 1988

COLLECTION NOTICE

The personal information the prospective renter provides in this application or that which is collected from other sources is necessary for the Agent to verify the Applicant's identity and to process and evaluate the application. The personal information collected about the Applicant may be disclosed for the purpose for which it was collected, to other parties, including the rental provider, referees, financial institutions, other agents, third party operators of tenancy reference databases and other third parties as required by law. Information already held on tenancy reference databases may also be disclosed to the Agent and/or rental provider. The Agent may also disclose information to other parties on the Internet.

The Agent will only disclose information in this way to other parties to achieve the purposes specified above or as otherwise allowed under the Privacy Act 1988. If the Applicant would like to access his/her personal information held by the Agent, they can do so by contacting the Agent at the address and contact numbers contained in this Application. The Applicant can also correct this information if it is inaccurate, incomplete or out of date. If the information is not provided, the Agent may not be able to process the application.

11 Signature

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

Full name:

Signature:

Date:

For further information, visit the Consumer Affairs Victoria (CAV) website at consumer.vic.gov.au or call CAV on 1300 55 81 81.

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?

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 must complete a separate application form.

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

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").

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.

No application fees

A rental provider or their agent must not charge the applicant any fees for this application.

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.

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.

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.

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.

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.

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.

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

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.

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.

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.

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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 see 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.