

# Residential Rental Application

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](http://consumer.vic.gov.au) or call CAV on 1300 55 81 81.

## Who completes this application form?

- Rental providers or their agents must provide information outlined in item 2, documents requested under items 6 and 7 and information regarding tenancy databases used by the rental provider or their agent under item 11.
- 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 may be asked to complete a separate application form.

This form is not to be used to apply for social housing as defined in the Housing Act 1983 or specialised housing program as defined in the Residential Tenancies Regulations 2021.

## PART A—GENERAL

### 1 Premises to which the application applies

Address of premises:

[insert address of premises]

### 2 Rental provider or agent's details

Full name or company name of rental provider or their agent:

Coad Real Estate

[insert name of rental provider / agent]

ACN (or ABN if not a registered company):

39 643 024 651

[insert ACN or ABN if applicable]

Address:

PO Box 206 Romsey, 3434 & PO Box 3132 Brighton, 3186

[insert address of rental provider or their agent]

Phone number:

03 7054 0554 / 0433 137 196

[insert phone number of rental provider or their agent]

Email address:

hello@coadrealstate.com.au

[insert email address of rental provider or their agent]

Australian State or Territory in which the rental provider resides:

[insert the rental providers state or territory of residence, or insert "overseas" if rental provider resides outside of Australia]

### 3 Number of occupants

Total number of occupants intended to reside on the premises

[insert total number of occupants]

#### 4 Personal details of applicant

Full name	<input type="text"/>
	<i>[insert name]</i>
Date of birth	<input type="text"/>
	<i>[insert date of birth]</i>
Current address	<input type="text"/>
	<i>[insert current address]</i>
Postcode	<input type="text"/>
	<i>[insert postcode]</i>
Phone	<input type="text"/>
	<i>[insert phone number]</i>
Email	<input type="text"/>
	<i>[insert email address]</i>

#### 5 Employment details

Current or most recent employer	<input type="text"/>
	<i>[insert name of current or most recent employer]</i>
Employer address	<input type="text"/>
	<i>[insert employer address]</i>
Net weekly income	<input type="text"/>
	<i>[insert net weekly income]</i>
If not currently employed, date on which most recent employment ended:	<input type="text"/>
	<i>[insert most recent date of employment]</i>

If you cannot provide details of your current employment or income, please provide other details about your ability to pay rent under item 6 (Financial information).

#### 6 Financial information

A rental provider or their agent may request 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. Please provide one copy of each of the following requested financial documents to verify your ability to pay rent:

(a)	<input type="text"/>
	<i>[Rental provider or their agent to indicate requested financial document]</i>
(b)	<input type="text"/>
	<i>[Rental provider or their agent to indicate requested financial document]</i>

## 7 Verification of identity

A rental provider or their agent can request no more than two identity documents 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

Please provide a copy of each of the following requested documents to verify your identity. You should discuss with the rental provider or their agent the most suitable method of identity verification if you are unable to provide the requested documents:

(a)	Drivers Licence (front & rear)
	<i>[Rental provider or their agent to indicate requested identity document]</i>
(b)	Current & Valid Australian or International Passport
	<i>[Rental provider or their agent to indicate requested identity document]</i>

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## 8 Rental or residential history

### Property 1

<b>Current / most recent address:</b>	
	<i>[insert current / most recent address]</i>
<b>Postcode:</b>	
	<i>[insert postcode]</i>
<b>Period of residence at address:</b>	
	<i>[insert date you started living at this property and the date you vacated or will vacate the property]</i>
<b>Rental Provider / Agent Name if applicable:</b>	
	<i>[insert rental provider / agent name]</i>
<b>Rental Provider / Agent email if applicable:</b>	
	<i>[insert rental provider / agent email address]</i>
<b>Rental Provider / Agent phone contact details if applicable:</b>	
	<i>[insert rental provider / agent phone number]</i>

## **Property 2**

<b>Previous address:</b>	<input type="text"/>
	<i>[insert previous address]</i>
<b>Postcode:</b>	<input type="text"/>
	<i>[insert postcode]</i>
<b>Period of residence at address:</b>	<input type="text"/>
	<i>[insert date you started living at this property and the date you vacated the property]</i>
<b>Rental provider/agent name if applicable:</b>	<input type="text"/>
	<i>[insert rental provider/agent name]</i>
<b>Rental provider/agent email if applicable:</b>	<input type="text"/>
	<i>[insert rental provider/agent email address]</i>
<b>Rental provider/agent phone contact details if applicable:</b>	<input type="text"/>
	<i>[insert rental provider/agent phone number]</i>

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## **9 References**

A rental provider or their agent may request the contact details of personal referees.

If this is requested, please provide contact details of your personal referees.

### **Referee 1**

<b>Name:</b>	<input type="text"/>
	<i>[insert referee's name]</i>
<b>Phone:</b>	<input type="text"/>
	<i>[insert referee's phone number]</i>
<b>Email:</b>	<input type="text"/>
	<i>[insert referee's email address]</i>
<b>Referee's connection to applicant:</b>	<input type="text"/>
	<i>[insert referee's connection to the applicant]</i>

### **Referee 2**

<b>Name:</b>	<input type="text"/>
	<i>[insert referee's name]</i>
<b>Phone:</b>	<input type="text"/>
	<i>[insert referee's phone number]</i>
<b>Email:</b>	<input type="text"/>
	<i>[insert referee's email address]</i>
<b>Referee's connection to applicant:</b>	<input type="text"/>
	<i>[insert referee's connection to the applicant]</i>

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## **10 Term of rental agreement**

<b>Desired lease term (e.g. 6 months, 12 months, 24 months):</b>	<input type="text"/>
	<i>[insert preferred lease term]</i>
<b>Preferred move in date:</b>	<input type="text"/>
	<i>[insert preferred move in date]</i>

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## 11 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
NTD	1300 563 826	www.tenancydatabase.com.au
<b>[insert tenancy database name]</b>	<b>[insert tenancy database phone number]</b>	<b>[insert tenancy database web address]</b>
<b>[insert tenancy database name]</b>	<b>[insert tenancy database phone number]</b>	<b>[insert tenancy database web address]</b>
<b>[insert tenancy database name]</b>	<b>[insert tenancy database phone number]</b>	<b>[insert tenancy database web address]</b>

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## 12 Signature

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

<b>Print name:</b>	<input type="text"/>
	<i>[insert name]</i>
<b>Signature:</b>	<input type="text"/>
	<i>[insert signature]</i>
<b>Date:</b>	<input type="text"/>
	<i>[insert date]</i>

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

## 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

#### 1 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").

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#### 2 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.
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#### 3 No application fees

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

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#### 4 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.

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#### 5 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.

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#### 6 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.

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#### 7 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.

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#### 8 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.

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#### 9 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.

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## **10 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**

### **1 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.

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### **2 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.

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### **3 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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### **6 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, visit the renting section – Consumer Affairs Victoria website at [www.consumer.vic.gov.au/renting](http://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.

### Arabic

إذا كان لديك صعوبة في فهم اللغة الإنكليزية، اتصل بخدمة الترجمة التحريرية والشفوية (TIS) على الرقم 131 450 بـ كلفة مكالمة محلية (وطلب أن ويصلوك بموظف معلومات في دائرة شؤون المستهلك في فكتوريا على الرقم 81 1300 55 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 görüşmelerini 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 xirii Adeega Tarjumida iyo Afcelinta (TIS) telefoonka 131 450 (qiimaha meesha aad joogto) weydiisuna in lagugu 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 በእንግሊዝኛ ቋንቋ ለመረዳት ችግር ካለብዎ የአስተርጓሚ አገልግሎትን (TIS) በስልክ ቁጥር 131 450 (በአካባቢ ስልክ ጥሪ ሂሳብ) በመደወል ለሺክቶሪያ ደንበኞች ጉዳይ ቢሮ በስልክ ቁጥር 1300 55 81 81 ደውሎ ከመረጃ አቅራቢ ሠራተኛ ጋር እንዲያገናኙዎት መጠየቅ።

### Dari

گار شما مشکل دانستن زبان انگلیسی دارید، با اداره خدمات ترجمانی تحریری و شفاه (TI) به شماره 131 450 به قیمت مخابره محلی تماس بگیرید وبخواهید که شما را به کارمند معلومات دفتر امور مهاجرین ویکتوریا به شماره 81 1300S)5)5 81 راتباط 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 essere messi in comunicazione con un operatore addetto alle informazioni del dipartimento "Consumer Affairs Victoria" al numero 1300 55 81 81.

Inspection Confirmation: I confirm the following:

1. I inspected the property on  With:
2. When I inspected the property, I found it to be reasonably clean  Yes  No
3. If 'No' I believe the following items should be attended to prior to the commencement of my tenancy. I understand these items are subject to the Landlords approval.

Declaration:

I hereby offer to rent the property from the Rental Provider 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 Tenancy Agreement.

I acknowledge that this application is subject to the approval of the 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 declared bankrupt.

I authorise the Agent to obtain personal information from:

- (a) The Rental Provider or the Agent of my current or previous residence;
- (b) My personal referees and employer/s;
- (c) Any record listing or database of defaults by tenants such as NTD, TICA or TRA for the purpose of checking your tenancy history;

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

- 1. NTD: 1300 563 826
- 2. TICA: 1902 220 346
- 3. TRA: (02) 9363 9244

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 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 details into my name (where applicable)

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 the lease/tenancy of the premises.

Signature:

Date:

Applicants Checklist:

Before I submit this application, I/we have:

- Attached photocopies of supporting documents
- Inspected the property both internally and externally or have arranged an online inspection
- Completed all details in full on the Application Form
- Provided all contact details and documentation for Confirmation of Income Source
- Confirmed if you would like to use Movinghub to connect your utilities
- Completed the 'Inspection Confirmation' section
- Signed the 'Declaration' section

**Free Utility Connection Service**

Powered by Movinghub (ABN 64 637 137 154)

This section is not part of the prescribed Residential Rental Application Form and is optional.

Your decision to consent or not consent will not affect the assessment of your rental application.

If your application is successful, you may choose to be contacted by Movinghub to assist with connecting utilities and home services including electricity, gas, water, internet and related services.

I consent to the Agent providing my name, phone number, email address and new property address to Movinghub for the purpose of contacting me regarding utility connection and related services.

I acknowledge that neither the Agent nor Movinghub is responsible for delays or failures in connection of services.

I acknowledge that the Agent and Movinghub may receive a benefit in relation to services arranged.

I understand I am not required to use Movinghub and may arrange services independently.

Applicant Name: \_\_\_\_\_

Signature: \_\_\_\_\_

Date: \_\_\_\_\_

# Statement of Information for Rental Applicants

Residential Tenancies Act 1997 Section 29C  
Residential Tenancies Regulations 2021 Regulation 14

## 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. For further information visit the renting section of the Consumer Affairs Victoria website at [www.consumer.vic.gov.au/renting](http://www.consumer.vic.gov.au/renting) or call 1300 55 81 81.