

# RENTAL LIST

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



## IN PROCESSING YOUR APPLICATION

We endeavour to process all applications as soon as possible. Please ensure that all questions are answered in detail and include all information requested for speedy process.

Successful applicants will receive a phone call confirming their approval. Unsuccessful applicants will receive an SMS message.

## SUPPORTING DOCUMENTATION REQUIRED:

- Saving bank statement for the last 3 months
- Rental ledger from current/past Real Estate
- Centrelink Statement (if applicable)
- If you are a home owner please supply a copy of a rates notice or sale contract

☐  
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**Please Note: We are unable to process your application without this information.**

**Please provide us with 100 POINTS of IDENTIFICATION & COPY OF SUPPORT DOCUMENTATION.**

ITEM	POINTS	ITEM	POINTS
Current Driver's License	50	Copy of Mobile Phone Account	20
Passport	50	Copy of Medicare Card	20
Proof Of Age Card	50	Concession / Pension Card	10
Student ID Card	50	Copy of Electricity/Gas/Water Account	30 each

## 100 POINT IDENTIFICATION CHECK

The listed identification has been photocopied and is attached to this application.

☐

*Photocopying: If you request us to provide photocopying service \$2.00 per black & white / \$4.00 per colour.*

## INITIAL PAYMENT OF RENT AND BOND

Initial payments must be made by bank cheque or money order within 24hr of approval of application. No personal cheques will be accepted.

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

## IF YOU FILL OUT THE FREE UTILITIES CONNECTION SERVICE (Electricity, Gas, Phone, Broadband, Pay TV)

Please fill out the free utility connection service. If possible, request connection for one day prior to moving in. Connection can be any time on the requested day. The main electrical switch must be OFF. (Sometimes in units a second switchboard is installed - this must be off as well). Connections will not happen if power switch is left ON. Early connections are processed the next business day if lodged before 1pm the day prior.

Your personal information that has been provided to us in the application or collected from other sources is necessary for us to verify your identity and to process/evaluate the application and to manage the property rental.

Thankyou  
Property Management Department

# RENTAL APPLICATION FORM

## Melton Office:

PO Box 354 Melton 33337  
Tel: 03 9747 9111  
melton@cooperrealestate.com.au  
www.cooperrealestate.com.au

## Williamstown Office:

PO Box 1026 Williamstown 3016  
Tel: 03 9397 8900

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

### PROPERTY DETAILS

Proposed Property: \_\_\_\_\_ Post code: \_\_\_\_\_  
Rent Per Week: \$ \_\_\_\_\_ Bond Amount: \$ \_\_\_\_\_  
Length of Lease: \_\_\_\_\_ Years \_\_\_\_\_ Months Lease to Commence: \_\_\_\_/\_\_\_\_/\_\_\_\_  
How many renters will occupy the property? Adults \_\_\_\_\_ Children \_\_\_\_\_ Ages: \_\_\_\_\_  
Pets: ☐ Yes ☐ No Types: \_\_\_\_\_ Reg?: ☐ Yes ☐ No Breed/s: \_\_\_\_\_ Pet ages: \_\_\_\_\_ ☐ inside ☐ outside  
Will you be applying for assistance from Ministry of Housing? ☐ Yes ☐ No Inspected Property: ☐ Yes ☐ No

### Applicant 1

First Name: \_\_\_\_\_  
Family/Last Name: \_\_\_\_\_  
Date of Birth: \_\_\_\_/\_\_\_\_/\_\_\_\_ Drivers Licence: \_\_\_\_\_  
Expiry Date: \_\_\_\_/\_\_\_\_/\_\_\_\_ State: \_\_\_\_\_  
Vehicle Registration: \_\_\_\_\_ State: \_\_\_\_\_  
Passport No: \_\_\_\_\_ Country issued: \_\_\_\_\_  
Pension No: \_\_\_\_\_ Type: \_\_\_\_\_  
Phone: \_\_\_\_\_ Mob Phone: \_\_\_\_\_  
E-mail: \_\_\_\_\_

### Applicant 2

First Name: \_\_\_\_\_  
Family/Last Name: \_\_\_\_\_  
Date of Birth: \_\_\_\_/\_\_\_\_/\_\_\_\_ Drivers Licence: \_\_\_\_\_  
Expiry Date: \_\_\_\_/\_\_\_\_/\_\_\_\_ State: \_\_\_\_\_  
Vehicle Registration: \_\_\_\_\_ State: \_\_\_\_\_  
Passport No: \_\_\_\_\_ Country issued: \_\_\_\_\_  
Pension No: \_\_\_\_\_ Type: \_\_\_\_\_  
Phone: \_\_\_\_\_ Mob Phone: \_\_\_\_\_  
E-mail: \_\_\_\_\_

### Current Property/Rental History - Applicant 1

Current Address: \_\_\_\_\_  
\_\_\_\_\_  
Postcode: \_\_\_\_\_  
How long at current address? \_\_\_\_\_ Years \_\_\_\_\_ Months  
Reason for Leaving: \_\_\_\_\_  
Rental Provider/Agent Phone: \_\_\_\_\_  
Rent per week \$ \_\_\_\_\_

### Current Property/Rental History - Applicant 2

Address: \_\_\_\_\_  
\_\_\_\_\_  
Postcode: \_\_\_\_\_  
How long at current address? \_\_\_\_\_ Years \_\_\_\_\_ Months  
Reason for Leaving: \_\_\_\_\_  
Rental Provider/Agent Phone: \_\_\_\_\_  
Rent per week \$ \_\_\_\_\_

### Previous Property/Rental History - Applicant 1

Previous Address: \_\_\_\_\_  
\_\_\_\_\_  
Postcode: \_\_\_\_\_  
How long at previous address? \_\_\_\_\_ Years \_\_\_\_\_ Months  
Reason for Leaving: \_\_\_\_\_  
Rental Provider/Agent Phone: \_\_\_\_\_  
Rent per week \$ \_\_\_\_\_

### Previous Property/Rental History - Applicant 2

Address: \_\_\_\_\_  
\_\_\_\_\_  
Postcode: \_\_\_\_\_  
How long at previous address? \_\_\_\_\_ Years \_\_\_\_\_ Months  
Reason for Leaving: \_\_\_\_\_  
Rental Provider/Agent Phone: \_\_\_\_\_  
Rent per week \$ \_\_\_\_\_

### FREE UTILITY CONNECTIONS - This is a Free Service that quickly connects your utilities

**YourPorter**  
1300 400 600 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.

☐ Electricity ☐ Gas ☐ Telephone ☐ Internet ☒ Water ☐ Pay TV ☐ Car Insurance ☐ Health Insurance ☐ Life Insurance ☐ Home Loans

#### DECLARATION OF 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 \_\_\_\_\_

Date \_\_\_\_/\_\_\_\_/\_\_\_\_

**Employment History - Applicant 1**

Current Occupation: \_\_\_\_\_

Nature of your Employment:      Full Time      Part Time      Casual

Current Employer's Name: \_\_\_\_\_

Employer's Address: \_\_\_\_\_

Contact Name: \_\_\_\_\_

Employer's Ph: \_\_\_\_\_ Email: \_\_\_\_\_

Employment: Yrs \_\_\_ Mths \_\_\_ Income: \$ \_\_\_\_\_ Net Weekly: \$ \_\_\_\_\_

**Employment History - Applicant 2**

Current Occupation: \_\_\_\_\_

Nature of your Employment:      Full Time      Part Time      Casual

Current Employer's Name: \_\_\_\_\_

Employer's Address: \_\_\_\_\_

Contact Name: \_\_\_\_\_

Employer's Ph: \_\_\_\_\_ Email: \_\_\_\_\_

Employment: Yrs \_\_\_ Mths \_\_\_ Income: \$ \_\_\_\_\_ Net Weekly: \$ \_\_\_\_\_

**Previous Employment History - Applicant 1**

Previous Employer: \_\_\_\_\_

Occupation: \_\_\_\_\_

Address: \_\_\_\_\_

Previous Employer's Ph: \_\_\_\_\_ Time Employed: \_\_\_\_\_

**Previous Employment History - Applicant 2**

Previous Employer: \_\_\_\_\_

Occupation: \_\_\_\_\_

Address: \_\_\_\_\_

Previous Employer's Ph: \_\_\_\_\_ Time Employed: \_\_\_\_\_

**If Self Employed**

Accountant: \_\_\_\_\_

Email: \_\_\_\_\_

Income:\$ \_\_\_\_\_ Net Weekly:\$ \_\_\_\_\_

**If Self Employed**

Accountant: \_\_\_\_\_

Email: \_\_\_\_\_

Income:\$ \_\_\_\_\_ Net Weekly:\$ \_\_\_\_\_

**If you Receive a Centrelink Payment**

Type: \_\_\_\_\_ Cust No: \_\_\_\_\_

Amount \$: \_\_\_\_\_ Per Fortnight

**If you Receive a Centrelink Payment**

Type: \_\_\_\_\_ Cust No: \_\_\_\_\_

Amount \$: \_\_\_\_\_ Per Fortnight

**Emergency Contact - Applicant 1**

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

Address: \_\_\_\_\_

Home Phone: \_\_\_\_\_ Mob Phone: \_\_\_\_\_

Relationship to you: \_\_\_\_\_

**Emergency Contact - Applicant 2**

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

Address: \_\_\_\_\_

Home Phone: \_\_\_\_\_ Mob Phone: \_\_\_\_\_

Relationship to you: \_\_\_\_\_

**References - Applicant 1**

**1) Name:** \_\_\_\_\_ **Relationship:** \_\_\_\_\_

Address: \_\_\_\_\_

Home Phone: \_\_\_\_\_ Mobile Phone: \_\_\_\_\_

**2) Name:** \_\_\_\_\_ **Relationship:** \_\_\_\_\_

Address: \_\_\_\_\_

Home Phone: \_\_\_\_\_ Mobile Phone: \_\_\_\_\_

**References - Applicant 2**

**1) Name:** \_\_\_\_\_ **Relationship:** \_\_\_\_\_

Address: \_\_\_\_\_

Home Phone: \_\_\_\_\_ Mobile Phone: \_\_\_\_\_

**2) Name:** \_\_\_\_\_ **Relationship:** \_\_\_\_\_

Address: \_\_\_\_\_

Home Phone: \_\_\_\_\_ Mobile Phone: \_\_\_\_\_

**PRIVACY STATEMENT & AUTHORITY**

I/We hereby offer to rent the property from the owner under lease to be prepared by the Agent. Should this application be accepted by the rental provider I/we agree to enter into a Residential Tenancy Agreement pursuant to the Residential Tenancies Act 1997. I/We acknowledge that this application is subject to the approval of the Rental Provider/ Owner. I/We declare that all information contained in this application (including the front page) is true and correct and given of my own free will. I/We declare that I have inspected the premises and am not bankrupt.

I/We also authorize the Agent to obtain personal information from:

- (a) The owner 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 renters.
- (d) My accountant or Payroll Officer.

I/We declare that all information contained in this application (including the front page) is true and correct and given of our/my own free will.

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.

If I/we default under a rental agreement, I/we agree that the Agent may disclose details of any such default to the rental default database, and to agents/rental providers of properties I/we may apply for in the future. I/We am/are aware that if the information is not provided or I/we do not consent to the uses to which personal information is put, the Agent cannot provide me/us with the lease/rental of the premises. I/We am/are aware that I/we may access personal information on the contact details above.

\*This application form will be disposed, in the event the application is unsuccessful.

I/We declare that I/we accept the premises as inspected and am not bankrupt. I/We am/are aware that the Agent will use and disclose my/our personal information in accordance with the Privacy Act 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 (VEDA National Tenancy Database). You will be notified in writing within seven (7) business days should there be any findings recorded. You may request copies of your records from NTD on 1300 563 826 or [www.ntd.net.au](http://www.ntd.net.au) to amend or dispute the record.
- (h). Connect utilities through YourPorter.

Applicant 1 Signature: \_\_\_\_\_ Dated: \_\_\_/\_\_\_/\_\_\_

Applicant 2 Signature: \_\_\_\_\_ Dated: \_\_\_/\_\_\_/\_\_\_