Residential tenancy application

Important information

Please read this before completing the *Residential tenancy application* form.

Note: Enter text in spaces provided only. This form will be invalid if you remove or change any questions or other text.

Information for landlords and applicants

- This form is designed to help the landlord or real estate agent choose who will rent the nominated premises.

- This form is not, nor does it form any part of, a tenancy agreement. The rights and obligations of tenants and landlord are governed by the *Residential Tenancies Act 1997.*

- Applicants must be considered in accordance with the *Equal Opportunity Act 1995*. There must be no discrimination based on: age, sex, marital, parental or carer status, pregnancy, sexual orientation, disabilities, physical features, race, religious, political or industrial activities or beliefs or personal association with someone else who may be treated unfairly on the basis of any of the above.

- No fees can be charged for this application.

- Information supplied on this form is strictly confidential. Landlords/agents may use it to perform a rental history check but cannot provide it to any third party unless they have written approval from the applicant.

- If this application is unsuccessful, this form and any copies will be destroyed.

- If you need help with this application, call the Consumer Affairs Victoria Helpline on 1300 55 81 81 or visit consumer.vic.gov.au/renting

Information for applicants

- Each prospective tenant should complete a *Residential tenancy application* form.

- You should contact the landlord/agent two business days after lodging your application to see if you were successful.

- If the application is successful, you will be required to:
  o produce a driver's licence or passport for identification purposes
  o pay one month's rent in advance
  o pay the bond amount listed on this form
  o complete a *Residential tenancy agreement* and *Condition report*.

- The landlord is responsible for giving the relevant water corporation your details for billing purposes. It is your responsibility to have all other services (such as telephone, gas and electricity) connected in your name, to coincide with your date of occupation.

- It is also your responsibility to insure your possessions. The landlord's insurance policy does not cover your possessions.

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 450 131 (بكلفة مكالمة محلية) واطلب أن يوصلوك بموظف معلومات في دائرة شؤون المستهلك في فكتوريا على الرقم 81 81 55 1300 .

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 sizi bir Danışma Memuru ile görüştürmelerini isteyiniz.

Vietnamese Nếu quí 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 xiriir 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 Ако вам је тешко да разумете енглески, назовите Службу преводилаца 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 Службы за потрошачка питања (Consumer Affairs Victoria) на 1300 55 81 81.

Amharic እንግሊዝኛ ቋንቋ ለመረዳት ችግር ካለብዎ የአስተርጓሚ አገልግሎትን (TIS) በስልክ ቁጥር 131 450 [በአካባቢ ጥሪ ሂሳብ] በመደወል በቪክቶሪያ ደንበኞች ጉዳይ ጽ/ቤት በስልክ ቁጥር 1300 55 81 81 ደውሎ ከመረጃ አቅራቢ ሠራተኛ ጋር እንዲያገናኝዎ መጠየቅ።

Dari

اگر شما مشکل دانستن زبان انگلیسی دارید، با اداره خدمات ترجمانی تحریری وشفاهی (TIS) به شماره ۴۵۰ ۱۳۱ به قیمت مخابره محلی تماس بگیرید. وبخواهید که شما را به کارمند معلومات دفتر امور مراجعین ویکتوریا به شماره ۸۱ ۸۱ ۵۵ ۱۳۰۰ ارتباط دهد.

Croatian Ako ne razumijete dovoljno engleski, nazovite Službu tumača i prevoditelja (TIS) na 131 450 (po cijeni mjesnog poziva) i zamolite da vas spoje sdjelatnikom 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.

Information about renting is available in 24 languages at consumer.vic.gov.au/languages.

Residential tenancy application

Each prospective tenant should complete a *Residential tenancy application* form.

Rental property details
(to be completed by landlord/agent)

Address:	
Postcode:	

Property rental amount ($):	
Per week:	
Per fortnight:	
Per calendar month:	

Property bond amount ($):	
Tenancy start date:	/ /:

Tenancy term

Periodic:		Fixed:	
If fixed, specify term (months):			

Name of property manager:	
Telephone number:	
Email address:	
Fax number:	
Name of estate agency (if applicable):	

Applicant details (to be completed by applicant)

Full name:

Current address:

Postcode:

Home telephone number:	
Work telephone number:	
Mobile telephone number:	

Date of birth (for rental check use):	/ /

How long at this address:

Years:		Months:

Name of current landlord/agent:

Telephone number of landlord/agent:

Email address of landlord/agent:

Reason for leaving current address:

Previous address:

Postcode:

How long at this address:

Years:		Months:

Name of previous landlord/agent:

Telephone number of landlord/agent:

Email address of landlord/agent:

Reason for leaving previous address:

Employment details

Occupation:					
Full time:		Part time:		Casual:	

Salary income per week ($):	
Other net income per week (e.g. investments) ($):	

Name of current employer:

How long employed there

Years:		Months:	

Position held:

Address of current employer:	
Postcode:	

Name of contact person:	
Telephone number:	

Name of previous employer:

How long employed there

Years:		Months:	

Address of previous employer:	
Postcode:	

Name of contact person:	
Telephone number:	

References

(If you have written references attach copies to this form)

1. Name:	
Relationship to applicant:	
Home telephone number:	
Work telephone number:	

2. Name:	
Relationship to applicant:	
Home telephone number:	
Work telephone number:	

Pets

No:	Yes:	

If yes, number and type of pets:

Declaration

I declare that the information given on this form is true and correct to the best of my knowledge.

Applicant's signature:

Date: /   /