



# Residential Rental Application

NAME

PROPERTY

Jellis  
Craig



### **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.

Please fill out and return to the relevant office along with 100 points of ID, OR go to [jellisraig.com.au](http://jellisraig.com.au) and apply online under PROPERTY MANAGEMENT.

Office

## A. Rental Property Address

**Preference 1**

**Preference 2**

**Date Inspected**

Please complete one application per person.

### 2. Preferred Commencement Date

Day

Month

Year

### 3. Term

Months

### 4. Rental Amount

Per Week

## B. Applicant Details

### 5. Name

First Name

Middle Name

Surname

### 6. Contact Details

Home Phone No.

Work Phone No.

Mobile Phone No.

Email

please print clearly

### 7. Other Applicant Names (All adults to reside at the property must be listed)

1.

2.

3.

4.

### 8. Number of People to Occupy

Adults

Number of Occupants that Smoke

Children

Pets Y/N

Number of Pets

Type of Pet/Breed

Age of Pet/s

Inside/Outside

### 9. Identification (please attach photocopies of 100 points of ID) (For more info go to: <https://www.jellisraig.com.au/about-us/important-info/100-points-of-identification-guide>)

Drivers Licence No.

State of Issue

Expiry Date

Car registration No.

Alternative ID Passport No.

Expiry Date

Country

### 10. Current Address

Postcode

## C. Current Rental Provider/Agent

If you are not renting go to Q12

### 11. Name of current Estate Agent/Private Rental Provider (please circle)

Contact Person/Agency

Work Phone No.

Home Phone No.  
(If private landlord)

Mobile Phone No.

Current Weekly Rental \$

Email

Length of Tenancy

Years

Months

Reason for Moving

(If you have previously rented please provide a receipt history. If rented from a private landlord please provide a copy of the lease agreement or formal written reference.)

### 12. Details if home owner

This home is to be  Sold  Rented  Retained

#### Details of Selling/Leasing Agent

Agent Name

Contact

Work No.

Mobile No.

Sale Amount / Rental Amount \$

How long have you owned this home

Years

Months

Reason for Moving

Other Comments

## D. Previous Rental Provider/Agent Details

### 13. Previous Address

Postcode

### 14. Previous Rental Provider/Agent (If you were not tenting go to Question 15)

Contact Person/Agency

Work No.

Mobile No.

Email

Weekly Rental \$

Length of Tenancy

Years

Months

Reason for Moving

(If you have previously rented from a private landlord please provide copy of the Lease agreement or formal written reference)

### 15. Details if home owner

Was your home  Sold  Rented  Retained Sale Price/Rental Amount \$

#### Details of Selling/Leasing Agent

Agent Name

Contact

Phone No.

Length of Stay

Years

Months

Reason for Moving



## E. Employment

### 16. Current Employer (Please attach 3 most recent payslips to this application)

Company Name

Contact Person

Your Position

Employment Address

Postcode

Phone No.

Email

Employed Since

Net Income \$

per month

Full Time

Part Time

Casual

#### If self employed:

Accountant's Name

Contact No.

Type of Business

ACN

Do you intend to operate any part of your business from home Yes/No

### 16A. Additional Sources of Income (Please provide details)

Type

Income \$

per month

### 17. Previous Employer

Company Name

Contact Person

Your Position

Phone No.

Email

Employment Period

Net Income \$

per month

**Full Time Students please complete** (Photocopy of student card must be supplied)

Course Name

Campus

Campus Contact

Enrolment Number

## F. References (Not next of Kin)

### 18. Professional References

Name

Relationship

Phone No.

Name

Relationship

Phone No.

### 19. Personal References

Name

Relationship

Phone No.

Name

Relationship

Phone No.

## G. Emergency Contact (Not residing with you)

Name

Relationship

Address

Postcode

Email

Phone No.

## H. Tenancy Disclosure Statement

The information on this form is being collected by the Jellis Craig agent named in this application. The primary purpose for which we collect the requested information is in connection to assessing your application for a lease or tenancy and if your application is accepted, of or incidental to managing your tenancy on behalf of the landlord. If you do not provide the information required in this form, we may be unable to accept your tenancy application. We may disclose your personal information to the following parties or types of organisations: the relevant Landlord, their agent and/or solicitor, tradespeople or other persons authorised by Jellis Craig where required, and to government or statutory authorities as required by law, including to the Bond Authority. We may contact your personal and/or credit referees in order to further assess your application. Your personal information will be added to our database and may be used for the secondary purpose of providing you with information about other properties and services offered by Jellis Craig. You can opt out from receiving such information at any time. For further information about to access the personal information we hold about you, how to correct information, how to complain about a perceived breach of the Australian Privacy Principles and how we will deal with such a complaint, please see our privacy policy at <https://www.jellisrcraig.com.au/about-us/important-info#privacy-policy> or ask your Jellis Craig agent for a free copy.

## I. National Tenancy Database Disclosure Statement

You can contact National Tenancy Database Pty Ltd (ABN 26 000 602 862) (NTD) by

Telephone: 1300 563 826 Facsimile: 07 3009 0619  
 Email: [info@ntd.net.au](mailto:info@ntd.net.au) Website: [www.ntd.net.au](http://www.ntd.net.au)  
 Address: P.O. Box 13294 George St, Brisbane QLD 4003

### PRIMARY PURPOSE

NTD collects your personal information to provide to its members and others listed below, historical tenancy and public record information on individuals and companies who/which lease residential and commercial property from or through licensed real estate agent members of NTD.

NTD also provides credit information on companies / directors applying for commercial leases.

The real estate agent / property manager will advise NTD of your conduct throughout the lease / tenancy, and the information will form part of your tenant history.

NTD usually discloses information to:

- Licensed real estate agent members
- National Tenancy Database is a division of Veda Advantage Information Services and Solutions Limited, Collection House Limited
- ABN 26 000 602 862 and its subsidiaries and related entities
- Credit Bureaus

If your personal information is not provided to NTD the real estate agent / property manager will not be able to carry out their professional responsibilities and will not be able to provide you with a lease / tenancy of the premises.

I confirm that I have been notified of the tenancy database contact details & the reason for use.

**APPLICANT** Signature

Print Name

## J. Declaration

1. I acknowledge that this is an application to lease this property and that my application is subject to the owner's approval and the availability of the premises on the due date. No action will be taken against the Landlord or Agent if the application is unsuccessful or should the premises not be ready for occupation on the date for whatever reason.
2. The tenant is responsible for the connection and payment of gas, electricity, telephone and water consumption. I acknowledge that I am responsible to turn the main power switch off before power is connected.
3. The tenant acknowledges that the premises are a "Smoke Free Zone" and will ensure they and their invitees do not smoke inside the premises.
4. I acknowledge that I have read and understood the privacy statements on this page.
5. 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 tenants to relevant water boards for water usage.
6. The tenant is aware that Jellis Craig Property Management will take photos and video footage of the property at routine inspections.
7. During my inspection of this property I found it to be in reasonably clean condition and I accept the property in the current condition.

If this is not the case, please indicate any items you would like attended to prior to your tenancy. I acknowledge that these items are subject to the owner's approval:

Signed

Name

Date

Please note, should your application be successful you will be required to sign a lease within 24 hours of approval providing a payment for your first months rental and your bond.

Where did you first see the property advertised?

Internet  
Local Real Estate Magazine

The Age  
Our rental list

Relocation Consultant  
Other

## K. Utility Connections

# YourPorter

ELECTRICITY

TELEPHONE

WATER

GAS

PAY TV

INTERNET

YourPorter is a FREE service connecting utilities and other services.

If the Agent approves this application, YourPorter will connect your water 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.

Telephone: 1300 400 600  
 Fax: 1300 326 468  
[www.yourporter.com.au](http://www.yourporter.com.au)

### 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 your 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/us 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 Agency 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