

infolio

*Property Advisors*

# APPLICATION FORM

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

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

Term: \_\_\_\_\_ months

Rent P/wk: \$ \_\_\_\_\_ P/mth: \$ \_\_\_\_\_

Bond: \$ \_\_\_\_\_

Name of other applicants to occupy the property: \_\_\_\_\_

Property Manager: \_\_\_\_\_

## PERSONAL DETAILS

Given Name: \_\_\_\_\_ Family Name: \_\_\_\_\_

Current Address: \_\_\_\_\_ Suburb: \_\_\_\_\_

Drivers Licence No: \_\_\_\_\_ Expiry: \_\_\_\_\_ State of Issue: \_\_\_\_\_ Car Registration: \_\_\_\_\_

Passport No: \_\_\_\_\_ Expiry: \_\_\_\_\_ Country of Issue: \_\_\_\_\_

Pension Type: \_\_\_\_\_ Number: \_\_\_\_\_

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

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

**CURRENT SITUATION**

Do you Rent  Own   
How long have you lived at this current address: \_\_\_\_\_ years \_\_\_\_\_ months \_\_\_\_\_  
Name of \_\_\_\_\_ /Agent (if applicable): \_\_\_\_\_  
Phone number: \_\_\_\_\_ Rent paid per month: \$ \_\_\_\_\_  
Reason for leaving: \_\_\_\_\_

**PREVIOUS RENTAL HISTORY**

Do you Rent  Own   
Previous address: \_\_\_\_\_ Suburb: \_\_\_\_\_  
How long have did you live at your previous address: \_\_\_\_\_  
Name of Agency and Property Manager \_\_\_\_\_  
Phone number: \_\_\_\_\_ Rent paid per month: \$ \_\_\_\_\_  
Reason for leaving: \_\_\_\_\_

**OTHER INFORMATION**

Number of persons occupying property Adults \_\_\_\_\_ Children \_\_\_\_\_  
Do you have pets? Yes  No  (if yes please specify) \_\_\_\_\_  
Are you applying for Bond assistance from Director of Housing (DOH): Yes  No

**NEXT OF KIN (name of relative)**

Emergency contact: \_\_\_\_\_ Relationship: \_\_\_\_\_  
Address: \_\_\_\_\_  
Phone: \_\_\_\_\_ Mobile: \_\_\_\_\_ Other: \_\_\_\_\_

**CURRENT EMPLOYMENT DETAILS**

Business name & address: \_\_\_\_\_  
Contact name: \_\_\_\_\_ Phone: \_\_\_\_\_  
Term of employment: \_\_\_\_\_ Position held: \_\_\_\_\_  
Income per annum: \$ \_\_\_\_\_  
Self employed: Yes  No  (if Yes complete details below) ABN: \_\_\_\_\_  
Business type: \_\_\_\_\_  
Accountant name: \_\_\_\_\_ Phone: \_\_\_\_\_  
Solicitor name: \_\_\_\_\_ Phone: \_\_\_\_\_

**PREVIOUS EMPLOYMENT DETAILS**

Business name & address: \_\_\_\_\_

Contact name: \_\_\_\_\_ Phone: \_\_\_\_\_

Term of employment: \_\_\_\_\_ Position held: \_\_\_\_\_

Income per annum: \$ \_\_\_\_\_

Self employed: Yes  No  (if Yes complete details below) ABN: \_\_\_\_\_

Business type: \_\_\_\_\_

Accountant name: \_\_\_\_\_ Phone: \_\_\_\_\_

Solicitor name: \_\_\_\_\_ Phone: \_\_\_\_\_

**PERSONAL REFEREES**

1. Reference name: \_\_\_\_\_ Phone: \_\_\_\_\_

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

2. Reference name: \_\_\_\_\_ Phone: \_\_\_\_\_

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

3. Reference name: \_\_\_\_\_ Phone: \_\_\_\_\_

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

**IF A STUDENT PLEASE COMPLETE**

Place of Study \_\_\_\_\_

Course: \_\_\_\_\_ Enrolment number: \_\_\_\_\_

Course length: \_\_\_\_\_ What year are you in: \_\_\_\_\_

Campus contact: \_\_\_\_\_ Phone: \_\_\_\_\_

Course Co-Ordinator: \_\_\_\_\_ Phone: \_\_\_\_\_

Parents name(s): \_\_\_\_\_ Phone: \_\_\_\_\_

Parents address: \_\_\_\_\_

Are you receiving financial support Yes  No  (if Yes, from where?) \_\_\_\_\_

**SOURCE OF ENQUIRY**

Rental list  Internet  Lease Board  Referral  Other  (please specify) \_\_\_\_\_

**TENANCY PRIVACY STATEMENT**

The information on this form is being collected by Infolio Property Advisors. It is a condition of application for tenancy that you consent to the collection and use of this information by Infolio Property Advisors of your personal information. We require this information so that we may consider your application to rent/lease a property. We may provide this information and any or all of the information provided to us by any party to any third parties including rental providers, rental providers Agents and Solicitors and various government or statutory authorities in the interests of openness and transparency between all parties concerned. We may also contact personal and credit referees you nominate and exchange personal information according to normal commercial practice. Your personal information will be added to our database and may be used for the secondary purpose of providing you with further information about properties and services offered by Infolio Property Advisors. It is your responsibility to ensure information you provide to us is correct at all times.

**TENANCY PRIVACY STATEMENT**

Your personal information will be added to our database and may be used for the secondary purpose of providing you with further information about properties and services offered by Infolio Property Advisors. It is your responsibility to ensure that this information is correct at all times.

To ascertain what personal information we have about you, or provide correct information, you can contact us in the following ways:-

Direct Phone: 9690 0888  
Direct Email: admin@infofolio.com.au  
Mail: 16 Sandilands Street, South Melbourne 3205

I acknowledge that I have read and understood Infolio Property Advisors Privacy Policy and reason for use.

**DECLARATION**

- 1. I acknowledge that this is an application to lease this property and that my application is subject to the rental providers approval and the availability of the premises on the due date. No action will be taken against the rental provider or Infolio Property Advisors if the application is unsuccessful or should the premises not be ready for occupation on the date for whatever reason.
- 2. I acknowledge that I have read and understood the privacy statement.
- 3. All applicants over 18 years old must complete an application form and provide 100 points of ID.
- 4. I acknowledge that I will be required to pay rental funds in advance and a bond.
- 5. I declare that all information contained in this application is true and correct and given of my own free will.
- 6. I acknowledge keys for the property will only be handed out when all parties have signed the tenancy agreement, bond lodgement form and all monies have been paid prior to lease commencement

I acknowledge that I have read and understood Infolio Property Advisors Privacy Policy and reason for use.

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

Witness: \_\_\_\_\_

Signed as acknowledgement of the above privacy statement and declaration

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

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

# Statement of Information for Rental Applicants



*Residential Tenancies Act 1997* Section 145A

*Residential Tenancies Regulations 2021* Regulation 55

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A rental provider must include the information below in a residential rental agreement application form.

## 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.

## 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 Consumer Affairs Victoria 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 (بكلفة مكالمة محلية) واطلب أن يوصلوك بموظف معلومات في دائرة شؤون المستهلك في فكتوريا على الرقم 1300 55 81 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 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 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 ለቪ.ክቶሪያ ደንበኞች ጉዳይ ቢሮ በስልክ ቁጥር 1300 55 81 81 ደውሎ ከመረጃ አቅራቢ ሠራተኛ ጋር እንዲያገናኙዎት መጠየቅ።

### Dari

اگر شما مشکل دانستن زبان انگلیسی دارید، با اداره خدمات ترجمانی تحریری و شفاهی (TIS) به شماره 131 450 به قیمت مخابره محلی تماس بگیرید و بخواهید که شما را به کارمند معلومات دفتر امور مهاجرین ویکتوریا به شماره 1300 55 81 81 ارتباط 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.