Residential rental application

Residential Tenancies Act 1997 Section 29C

This form may be used by residential rental providers (rental providers, formerly landlords) to seek information from applicants to a rental property.

It includes:

- Part A – Important information;
- Part B – Statement of information for rental applicants; and
- Part C – Mandatory disclosures checklist.

Part A – Important information

Information for the rental provider

- Rental auctions are prohibited under law. You may be fined if you invite prospective renters to offer more than the advertised rent.
- You are required to include 'Part B - Statement of information for rental applicants' in all applications for rental agreements.
- You are required to disclose particular information about your rental property before a potential renter enters into a rental agreement with you. You must complete 'Part C - Mandatory disclosures checklist' of this form before giving this form to an applicant to meet your obligations. You may be fined if you fail to do this.
- You cannot charge fees for this application.
- The personal information provided in this form is confidential. You must not use the information other than to assess whether the applicant is suitable for the property.
- Before the successful renter moves in, you must give them 2 signed copies of the Condition report in the required form specifying the state of repair and general condition of the premises on the day specified in the report. This can be provided electronically. You may be fined if you fail do this.
- If the application is unsuccessful, this form and any copies should be destroyed.

Information for the applicant(s)

- Each prospective renter should complete a copy of this application form.
- You should contact the rental provider/agent 2 business days after lodging your application to see whether you were successful.
- If the application is successful, you may be required to:
  - produce ID (usually a driver's licence or passport)
  - pay one month's rent in advance
  - pay the bond amount listed on this form
  - complete a *Residential tenancy agreement* to secure the rented premises.
- Before you enter into an agreement, there are a number of matters the rental provider must tell you about the premises. Please see 'Part C - Mandatory disclosures checklist' below.
- Before you move in, the rental provider must give you 2 signed copies of the Condition report in the standard form specifying the state of repair and general condition of the premises on the day specified in the report. This can be given to you electronically. You must check the report and return a signed copy to the rental provider within 5 business days after moving in into the property, noting whether you agree or disagree with the whole or any specified part of the report. The Condition report provides evidence of the condition of the property when you move in. Make sure you take your time to review the Condition report carefully.
- If the rental provider does not give you the Condition report, you can complete a copy of the Condition report available on the Consumer Affairs Victoria website and provide a signed copy to the rental provider or their agent.
- The rental provider 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.
- The rental provider's insurance policy does not cover your possessions. It is your responsibility to insure your possessions.

Part B – Statement of information for rental applicants

The following statement is required by Schedule 1 of the Residential Tenancies Regulations 2021 and cannot be altered.

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.

In Victoria it is unlawful to discriminate against someone in relation to certain personal attributes. This means that 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.

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.

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.

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).

Some 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.

Some 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

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/ or by calling 1300 018 228.

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.

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/ or by calling 1300 292 153.

Part C – Mandatory disclosures checklist

A rental provider is required by law to disclose particular information about the rental property before a renter enters into a rental agreement.

The following information is being disclosed by the rental provider in relation to the rental premises.

(*rental provider to tick boxes as applicable - you must answer every question*):

	Yes	No
1. I intend to sell the premises	☐	☐
If Yes:		
a. I have engaged an agent to sell the property	☐	☐
b. A contract of sale has been prepared for the property	☐	☐
2. A mortgagee is taking action to possess the premises	☐	☐
a. A mortgagee has commenced proceedings to enforce the mortgage	☐	☐
3. I am the owner of the property	☐	☐
or I am not the owner of the property but I have a right to rent the property out	☐	☐
4. The premises are supplied with electricity from an embedded electricity network	☐	☐
If Yes:		
Trading name of the embedded network operator		
ABN of the embedded network operator		
Phone number of the embedded network operator		
Website address of the embedded network operator		
Electricity tariffs and all other fees and charges applicable (or where that information may be accessed)		
5. To the best of my knowledge, the property or common property has been the location of a homicide in the last 5 years	☐	☐
6. The property meets the rental minimum standards *The rental minimum standards are set out at https://www.consumer.vic.gov.au/rentalstandards.*	☐	☐
7. In the last 3 years, I have received a repair notice(s) seeking repair of mould or damp caused by or related to the building structure. (*This disclosure requirement only starts after 31 December 2021*)	☐	☐
8. When an electricity safety check was last conducted at the premises	/ /	
9. When a gas safety check was last conducted at the premises	/ /	
10. When a pool barrier compliance check was last conducted at the premises (if applicable)	/ /	
11. Whether there are any outstanding recommendations from the electricity or gas check If the answer is yes, a description of the outstanding recommendations is to be provided in 'Further information' below	☐	☐
12. The property is a heritage listed place on the Heritage Register	☐	☐

13. To the best of my knowledge, the property has been used for the trafficking or cultivation of a drug of dependence in the last 5 years	☐	☐
14. To the best of my knowledge, the property has asbestos (friable or non-friable) based on an inspection by a suitably qualified person	☐	☐
15. To the best of my knowledge, the property is affected by a building or planning application lodged with a relevant authority	☐	☐
16. The rental premises are the subject of a notice, order, declaration, report or recommendation issued by a relevant building surveyor, municipal building surveyor, public authority or government department relating to any building defects or safety concerns associated with the rented premises or common property at the time of disclosure If the answer is yes, a description of the notice, order, declaration, report or recommendation must be provided in 'Further Information' below	☐	☐
17. There is a current domestic building work dispute under the *Domestic Building Contracts Act 1995* relating to the premises	☐	☐
18. There is a current dispute under Part 10 of the *Owners Corporations Act 2006* which applies to or affects the premises	☐	☐
19. Whether the premises is subject to any owners corporation rules (*rental provider to attach the rules to this application form*)	☐	☐

Further information about any disclosures outlined above

Part D – To be completed by rental provider/agent

1 Rental property details

Address

Postcode

Rent amount ($) To be ☐ week ☐ fortnight ☐

Property bond

Tenancy start date Tenancy end date (if any)

2 Property manager details

Name of property

Phone number

Email address

Name of estate (if applicable)

Part E – To be completed by applicant

3 Applicant details

Name of applicant

Current address

Postcode

Contact phone numbers

Business hours

After hours

Email address

Date of birth

Dependents who will live in the premises Number Age

4 Previous rental provider/agent details

Name of previous rental provider/agent

Phone number

Email address

5 Employment details

Occupation

Full time ☐ Part time ☐ Casual ☐

Salary income per week ($)

Other net income per week ($)

(e.g. investments, Centrelink)

6 Current employment

Name of current employer

Address of current employer

Postcode

How long employed there Years Months

Position held

Name of contact

Phone

7 Previous employment

Name of previous employer

How long employed there Years Months

Position held

Name of contact

Phone number

8 References

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

Referee 1

Name

Relationship to applicant

Home phone

Work phone

Referee 2

Name

Relationship to applicant

Home phone

Work phone

9 Pets

No ☐

Yes ☐ If Yes, number and type of pets

10 Applicant's declaration

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

Applicant's signature	
Date	

Help or further information

For further information, visit the renting section – Consumer Affairs Victoria website at 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 (بكلفة مكالمة محلية) واطلب أن يوصلوك بموظف معلومات في دائرة شؤون المستهلك في فكتوريا على الرقم 1300 55 81 81.

Turkish İngilize anlamakta güçlük çekiyorsanız, 131 450'den (şehir içi konuşma ücretine) Yazılı ve Sözlü Tercümanlık Servisini (TIS) arayarak 1300 55 81 81 numerali telefondan Victoria Tüketici İşleri'ni aramalarını ve size bir Danişma 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 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 ለቪክቶሪያ ደንበኞች ጉዳይ ቢሮ በስልክ ቁጥር 1300 55 81 81 ደውሎ ከመረጃ አቅራቢ ሠራተኛ ጋር እንዲያገናኝዎት 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 essee messi in comunicazione con un operatore addetto alle informazioni del dipartimento "Consumer Affairs Victoria" al numero 1300 55 81 81.