

# Residential Tenancy Application

## Important Information

Please read this before completing the Tenancy Application Form



### 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.
- For more information refer to *Renting a home: a guide for tenants and landlords* available from Consumer Affairs Victoria on 1300 55 81 81.

### Information for applicants

- Each prospective tenant should complete a *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:
  - produce a driver's licence or passport for identification purposes
  - pay one months rent in advance
  - pay the bond amount listed on this form
  - complete a *Tenancy Agreement and Condition Report*.
- Remember, it is your responsibility to have all services such as telephone, gas, electricity and water 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 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 sizi bir Danışma Memuru ile görüştürmelerini 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** Ako vam je teško da razumete engleski, nazovite Službu prevodilača i tumača (Translating and Interpreting Service - TIS) na 131 450 (po cenu lokalnog poziva) i zamolite ih da vas povežu sa Službenikom za informacije (Information Officer) u Viktorijskoj Službi za potrošačka pitanja (Consumer Affairs Victoria) na 1300 55 81 81.

**Amharic** አንዳንድ ጊዜ ቋንቋ ለመረዳት ችግር ካለብዎ የአስተርጓሚ አገልግሎት (TIS) በስልክ ቁጥር 131 450 (በአካባቢ ጥሪ ሂሳብ) በመደወል በጽሑፍ ደንበኞች ጉዳይ ጽ/ቤት በስልክ ቁጥር 1300 55 81 81 ደውሎ ከመረጃ አቀራቢ ሠራተኛ ጋር አንዲያገኙዎ መጠየቅ።

### Dari

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





# Residential Tenancy Application

Each prospective tenant should complete a 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 ☐

months

Name of property manager

Telephone number

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

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

Reason for leaving previous address

Employment details

Occupation

Full time ☐ Part time ☐ Casual ☐

Salary income per week

\$

Other net income per week (eg

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 ☐ 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

/

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