



Rental Application

IN PROCESSING YOUR TENANCY APPLICATION

- We endeavour to process all tenancy applications as soon as possible. Please ensure that all questions are answered in detail and include all information requested in order for speedy process.
- All applications must be completed in full and signed by all applicants.

Please provide us with 100 points of identification and copy of support documentation

ITEM	POINTS	ITEM	POINTS
CURRENT DRIVERS LICENSE	50	COPY OF MOBILE PHONE ACCOUNT	20
PASSPORT	50	COPY OF MEDICARE CARD	20
PROOF OF AGE CARD	50	CONCESSION / PENSION CARD	10
STUDENT ID CARD	50	COPY OF ELECTRICITY/GAS/WATER ACCOUNT	30 EACH

Support documentation includes copies of tenant ledger from current and past real estate agencies, bank statements for past 3 months, Centerlink statement(if applicable). If you are home owner, please supply a copy of rates notice or sale contract.

PLEASE NOTE:

- The monthly calendar rental amount is calculated as per the Victorian Civil and Administrative Tribunal's instructions. The formula is as follows

The weekly rental amount, divided by 7 days, multiplied by 365 days, divided by 12 months.

- Should your application be successful, the Lease Agreement, first month's rent and the bond MUST be signed/paid within 24 hours of being accepted.
- The property will remain advertised on both the internet and rental list until this has been completed.

Rental Property

Address of Property: _____

Rental Requirements

Length of Rental: _____ Years _____ Months Rental to Commence: ____/____/____

Rent Per Week:\$ _____ Bond Amount:\$ _____

Will you be applying for assistance from Ministry of Housing? YES/NO Inspected Property YES/NO

Application Details

Applicant 1

First Name: _____

Family/Last Name: _____

Current Address: _____

Home Ph: _____ Work Ph: _____

Mobile Ph: _____

Email: _____

Drivers Licence No: _____ State of Issue: _____

Passport No: _____ Country: _____

Pension No (if any): _____ Type: _____

Applicant 2

First Name: _____

Family/Last Name: _____

Current Address: _____

Home Ph: _____ Work Ph: _____

Mobile Ph: _____

Email: _____

Drivers Licence No: _____ State of Issue: _____

Passport No: _____ Country: _____

Pension No (if any): _____ Type: _____

Occupancy Details

Names and ages of those permanently residing at the property:

1. _____ 2. _____

3. _____ 4. _____

Details of any pets (please include information including Breed, Age & Council Registration No):

1. _____

2. _____

Utility Connections

myconnect[®]
a really smart move

MyConnect offer a completely FREE service for home movers.

MyConnect will call you to arrange the connection of your required utilities at your new property.

Select your required utilities:

☒ Water (Compulsory) ☐ Electricity ☐ Gas
☐ Internet ☐ Phone ☐ Pay TV

☐ OR Tick here to opt out

We connect



Electricity



Gas



Phone



Internet



Pay TV



Plus more...

Our retailers



Unless I have opted out of this section, I/we:

Consent to the disclosure of information on this form to myconnect ABN 65 627 003 605 for the purpose of arranging the connection of nominated utility services; consent to myconnect disclosing personal information to utility service providers for the stated purpose and obtaining confirmation of connection; consent to myconnect disclosing confirmation details (including NMI, MIRN, utility provider) to the Real Estate Agent, its employees and myconnect may receive a fee/incentive from a utility provider in relation to the connection of utility services; acknowledge that whilst myconnect is a free service, a standard connection fee and/or deposit may be required by various utility providers; acknowledge that, to the extent permitted by law, the Real Estate Agent, its employees and myconnect shall not be liable for any loss or damage (including consequential loss and loss of profits) to me/us or any other person or any property as a result of the provision of services or any act or omission by the utility provider or for any loss caused by or in connection with any delay in connection or provision of, or failure to connect or provide the nominated utilities. I acknowledge that myconnect record all calls for coaching, quality and compliance purposes.

1300 854 478

enquiry@myconnect.com.au

myconnect.com.au

Current & Previous Employment

Applicant 1

Current Employer: _____

Contact Name: _____

Contact Ph: _____

Your occupation: _____

Length of Employment: _____

Net Income: _____ Per Week: _____

Previous Employer: _____

Contact Ph: _____

Length of Employment: _____

Applicant 2

Current Employer: _____

Contact Name: _____

Contact Ph: _____

Your occupation: _____

Length of Employment: _____

Net Income: _____ Per Week: _____

Previous Employer: _____

Contact Ph: _____

Length of Employment: _____

Current & Previous Rental Details

Current RRP/Agent: _____

Contact Ph: _____

Current Rent: _____ Per Week: _____

Duration at this Address: _____

Previous RRP/Agent: _____

Address: _____

Contact Ph: _____

Rent: _____ Per Week: _____

Duration at this Address: _____

Current RRP/Agent: _____

Contact Ph: _____

Current Rent: _____ Per Week: _____

Duration at this Address: _____

Previous RRP/Agent: _____

Address: _____

Contact Ph: _____

Rent: _____ Per Week: _____

Duration at this Address: _____

Personal & Business References (not relatives)

Name: _____

Phone: _____

Occupation: _____

Name: _____

Phone: _____

Occupation: _____

Name: _____

Phone: _____

Occupation: _____

Name: _____

Phone: _____

Occupation: _____

Emergency Contact Details

Name: _____

Phone: _____

Relation to You: _____

Address: _____

Name: _____

Phone: _____

Relation to You: _____

Address: _____

Reason for Moving



Residential Rental Application Form

Please fully complete and sign, for your application to be processed it must be fully completed.

This form is to be submitted with an Application for Rental. Your Application for Rental cannot be accepted unless this page has been completed in full and signed.

Justin James uses a residential rental database company to check the rental history of all applicants. If you wish to contact this organisation the details are — **National Tenancy Database** 1300 526 836 and www.ntd.net.au

Real estate agencies must ensure that you fully understand the National Privacy Principles and the manner in which we use your private information in order to carry out our role as professional property managers. Please take the time to read this Privacy Statement carefully, and once completed return it to this office with your rental application.

As professional property managers, Justin James Real Estate collects personal information about you. To ascertain what personal information we have about you, you can contact us the following ways:

Telephone: 03 9877 7005
Email: info@justinjames.com.au
In Person: 46 Railway Rd, Blackburn 3130

As professional property managers, we collect your personal information to assess the risk in providing you with the rental of the premises you have applied for and if the risk is considered acceptable, to provide you with the rental of the premises.

To carry out this role, and during the term of your rental, we usually disclose your personal information to the following: The RRP, the RRP's lawyers, the RRP's mortgagee—for mortgage purposes, referees you have nominated, organisations/tradespeople required to carry out maintenance to the premises, rental bond authorities, Residential Tenancies Tribunals/Courts, collection agencies, National Tenancies Database Pty Ltd, other real estate agents and RRP's, utilities companies such as gas, electricity, water connection, telephone connection, banks—for rental payment facilities and financial records, employers—for reference purposes.

Please Note:

- ◆ This application is subject to the owner's approval and may take 2-3 days to process.
- ◆ All applicants must complete an application form.
- ◆ Initial bond payment must be paid in the form of a bank check or money order made payable to the **RTBA** (Residential Tenancies Bond Authority) personal check or cash will not accepted.
- ◆ Initial rental payments must be paid in the form of a bank check or money order made payable to Justin James.
- ◆ The applicant hereby agrees to a credit check being carried out by the NTD.

The applicant acknowledges that the property is in a reasonably clean condition and in good repair as inspected.

RENTAL ACCEPTANCE

We understand that finding and selecting a rental property is often difficult. We will process your application as quickly as possible, but please remember we may be processing many applications at the same time. To assist us please fill out ALL the required details on the application and ensure your completed application is returned to our office as quickly as possible.

UNSUCCESSFUL APPLICATIONS

Should your application be unsuccessful you will be advised. However, should you wish to apply for another property we will hold over your application for you.

SUCCESSFUL APPLICATIONS

Should your application be successful you will be notified by phone and requested to confirm your rental. We require the FULL BOND to be paid and the Bond Lodgement form to be signed within 24 hours of the confirmation to secure your rental. Prior to your commencement date, all renters must sign the rental agreement and pay the first month rental (please allow 1/2 hour for this appointment). The property manager will supply you with these amounts at the confirmation of your rental. Keys will only be handed out when all parties have signed the rental agreement, Bond Lodgement Form, all Monies have been paid and the rental has commenced. No action will be taken against the RRP or agent if the application is unsuccessful or upon acceptance should the premises be unavailable for occupation on the date for whatever reason.

Signing of rental agreements and the payment of the first months rent can be undertaken at the office. It is a policy of Justin James Real Estate that all rental payments are made via online transfer, cash or check bank deposit.

Applicant Signature: _____

Print Name: _____

Dated: ____/____/____

Witness: _____

Applicant/Partner
Signature: _____

Print Name: _____

Dated: ____/____/____

Witness: _____

Residential Tenancies Act 1997

(Section 29C)

STATEMENT OF 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.
8. 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.
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/ or by calling 1300 292 153.