

# Residential Application Form

For your application to be processed you must answer all questions (including the reverse side)

Ballarat  
Real Estate



AGENT DETAILS	
Ballarat Real Estate Pty Ltd 402 Sturt Street, Ballarat VIC 3350 Phone: (03) 5331 2233 Fax: (03) 5331 7317 Email: <a href="mailto:bre@ballaratrealestate.com.au">bre@ballaratrealestate.com.au</a>	
PROPERTY DETAILS	
1. What is the address of the property you would like to rent? <input type="text"/> <input type="text"/> <input type="text"/> Postcode	
2. Preferred move in date? <input type="text"/>	Lease Term (Preference 12 months) <input type="text"/> months
3. Rental amount per week? \$ <input type="text"/>	Bond (One months rent) \$ <input type="text"/>
4. Do you have any pets? If yes please how many, type, breed & age? <input type="text"/>	
5. How many people will normally occupy the property? Each adult over the age of 18 must submit their own application. <input type="text"/> Adults <input type="text"/> Children _____	
PERSONAL DETAILS	
First Name <input type="text"/>	
Last Name <input type="text"/>	
Date of Birth (To confirm identity) <input type="text"/>	Driver's licence number <input type="text"/>
Driver's licence expiry date <input type="text"/>	Driver's licence state <input type="text"/>
6. Please provide your contact details Home/ work phone no. <input type="text"/> Mobile phone no. <input type="text"/> Email address <input type="text"/>	
7. What is your current address? <input type="text"/> <input type="text"/> <input type="text"/> Postcode	
8. Emergency/ Next of Kin contact – Not living with you Name: <input type="text"/> Relationship: <input type="text"/> Mobile: <input type="text"/>	

REFERENCES
<b>People with Position of Standing preferably in the Ballarat Community. Referees of quality, No relatives &amp; No Agents. All three are required per applicant.</b>
1. Reference Full Name <input type="text"/>
Relationship to you <input type="text"/> Occupation <input type="text"/>
Phone/ work no. <input type="text"/> Mobile no. <input type="text"/>
2. Reference Full Name <input type="text"/>
Relationship to you <input type="text"/> Occupation <input type="text"/>
Phone/ work no. <input type="text"/> Mobile no. <input type="text"/>
3. Reference Full Name <input type="text"/>
Relationship to you <input type="text"/> Occupation <input type="text"/>
Phone/ work no. <input type="text"/> Mobile no. <input type="text"/>
PLEASE COMPLETE THE BELOW QUESTIONS
Do you wish to pay your bond via installments with <b>easyBondpay™</b> ? YES / NO
Are you a Student? (If yes, please answer below) YES / NO
Name of Institution: _____
Course Name: _____
Year of Study: _____ Net Income P.W \$ _____
UTILITY CONNECTION
<b>connectnow.</b> P: 1300 554 323   F: 1300 889 598 E: <a href="mailto:info@connectnow.com.au">info@connectnow.com.au</a> We get things sorted. Moving made easier W: <a href="http://connectnow.com.au">connectnow.com.au</a>
Connectnow makes moving easier for you by sorting your essential home moving needs quickly and easily in one simple phone call. Our services include electricity, gas, internet, pay TV, home phone connections and much more. Plus, our home moving service is free – it's our way of ensuring your move is as seamless as possible.
We'll attempt to contact you within 1 working day of receiving this application to provide you with our connection service. If you don't hear from us, please call 1300 554 323 to ensure your services are connected.
<b>PRIVACY CONSENT AND TERMS.</b> By signing this form you consent and agree to the following: Connect Now Pty Ltd (ABN 79 097 398 662) ("connectnow") will collect, use and disclose your personal information to contact you (including electronically) about providing moving, connection and disconnection services and to inform you about products and services offered by its related companies and third-party suppliers. These other companies may also use your details to contact you directly about their products and services. See connectnow's <a href="#">Privacy Policy</a> for further details, including your rights to access and correct the information held about you at connectnow.com.au. Third-party service providers (who may transfer your data overseas) may have their own Privacy Policy, which you can request from them. You consent to connectnow continuing to market to you unless you opt out, including by emailing <a href="mailto:info@connectnow.com.au">info@connectnow.com.au</a> . To the extent permitted by law and except where expressly guaranteed, connectnow are not responsible or liable for delayed or failed connections or the service providers' connection charges, which you must pay to them directly. Connectnow may receive commissions or fees from your selected retailer(s), and your real estate agent may also receive commissions or fees from connectnow, in each case for arranging provision of the requested services. The value of commissions or fees may vary from time to time and may differ depending on which retailer is selected. If you nominate an alternative contact person on this application, you authorise them to act on your behalf to arrange moving, connection and disconnection services, including accepting third-party terms. You warrant that you are authorised to make this application on behalf of all applicants and alternative contact persons listed and that each person has consented and agreed to the handling of their personal information on the same terms as you have.
<input type="checkbox"/> Yes, I accept the Terms. Please call me to connect my new services.
Signature: _____ Date: _____

**APPLICANT HISTORY****9. How long have you lived at your current address?**

<input type="text"/>	Years	<input type="text"/>	Months
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**10. Please tell us about this property**

Name of landlord or agent/ I am the Owner/ Living with Parents

Landlord/agent's phone no. Weekly rent paid

<input type="text"/>	\$ <input type="text"/>
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**Reason for leaving this address?****11. What was your previous residential address?**

<input type="text"/>
Postcode

**12. How long did you live at your previous address?**

<input type="text"/>	Years	<input type="text"/>	Months
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**13. Please give us further information about this rented property**

Name of landlord or agent/ I was the Owner/ Living with Parents

Landlord / Agent's phone no. Weekly rent paid

<input type="text"/>	\$ <input type="text"/>
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**EMPLOYMENT HISTORY****14. Please provide your employment details**

What is your occupation?

What is the nature of your employment?  
(FULL TIME / PART TIME / CASUAL)

Employer's name (inc. accountant if self employed)

Employer's address

<input type="text"/>
Postcode

Contact name Phone no.

<input type="text"/>	<input type="text"/>
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Length of employment

<input type="text"/>	Years	<input type="text"/>	Months
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Weekly Income after Tax

Other Income

\$ <input type="text"/>	\$ <input type="text"/>
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**PREVIOUS EMPLOYMENT DETAILS****15. Please provide your previous employment details**

Occupation?

Employer's name:

Length of employment

<input type="text"/>	Years	<input type="text"/>	Months
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**DECLARATION**

Ballarat Real Estate Pty Ltd ("Ballarat Real Estate, Maryborough-Ballarat Real Estate & Ararat-Ballarat Real Estate") ("we") or ("our agency") respects your right to privacy. We are bound by and adhere to the Australian Privacy Principles ("Principles") contained in the Privacy Act 1988 ("Privacy Act"). Those Principles regulate most of our activities with respect to personal information collected, stored, used and disclosed by us. The information collected from you in this form is required for us to consider your application to rent a property that we manage and to generally carry out our role as property managers including for the ongoing management of your tenancy. To carry out this role, we may disclose the personal information you have provided to us to third parties including the following:

- i. Landlord
- ii. The Landlord's lawyer, mortgagee or insurer;
- iii. Referees you have nominated;
- iv. Organisations or tradespeople required to carry out maintenance to the premises;
- v. Rental bond authorities or rent bond insurance providers;
- vi. Residential Tenancy Tribunals and courts;
- vii. Debt collection agents;
- viii. TICA Default Tenancy Control Pty Ltd (ABN 84 087 400 379) In addition, your personal information will be added to our database and may be used by us and/or other third parties to contact you in relation to other properties, for marketing purposes and for other purposes relating to our agency's functions and activities including providing to external parties whom may contract you to offer you goods and or services. You can contact us to access the personal information we are holding, correct or complain about our handling of your personal information by: By phone: 03 5331 2233, Facsimile: 03 5331 7317 or in person at 402 Sturt Street, Ballarat. Our Privacy Policy provides further details about how we will manage your personal information and can be found at our website at ballaratrealestate.com.au and can be provided to you in another format upon request. **National Tenancy Database** You can contact TICA Default Tenancy Control Pty Ltd and ask for access to any of your personal information stored on the database by writing to us at: To obtain your information from the TICA Group proof of identity will be required and can be made by mail to: TICA Public Inquiries PO BOX 120, CONCORD NSW 2137 a fee of \$19.80 For further information about TICA and TICA's Privacy Policy, visit the website: [www.tica.com.au](http://www.tica.com.au). TICA collects the following information in accordance with the APPS for the purpose of operating a tenancy database for risk management and risk assessment purposes and for identity verification. Generally, this information is collected from our members.

- Full name, date of birth, gender, driver's licence number and occupation;
- Current and previous residential addresses;
- Contact details (phone, fax and email);
- Details of rental history.

Generally, personal information is used and disclosed for the purposes for which it was collected. The purposes for which TICA collects your personal information are: Provision of a database for the use of property managers and real estate agents for risk assessment and risk management purposes; Provision of information to third parties with regard to your tenancy including but not limited to your landlord, your landlord's mortgagee or insurer, residential tenancy tribunals and courts, rent bond boards, mercantile agents, related corporate entities, Government agencies and departments and, in the case of commercial leases, to credit bureaus. In addition, there may be circumstances where TICA is required or authorised by law to disclose your personal information e.g. to an Ombudsman, tribunal, court, law enforcement agency or government department.

I authorise the disclosure of information in my application to connectnow for the purpose of contacting the relevant water service provider to transfer the property's water account to my name if my application is successful.

**Name****Date****Signature**

**FORM 3**  
**Residential Tenancies Act 1997**  
**(Section 29C) (Regulation 14)**

**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.

## **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 [humanrightscormission.vic.gov.au/](http://humanrightscormission.vic.gov.au/) or by calling 1300 292 153.