



# Rental Tenancy Application Form

**Gary Peer & Associates**

- Property Management Division** – 55 Inkerman St, St Kilda VIC 3182  
 Phone: 03 9526 1988 Fax: 03 9527 2861  
 Email: rentalreception@garypeer.com.au  
 Office Hours: 9am to 6pm Monday - Friday
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 Email: carnegie@garypeer.com.au  
 Office Hours: 9am to 5.30pm Monday - Friday
- Bentleigh** – 1st Floor, 411 Centre Rd, Bentleigh VIC 3204  
 Phone: 03 8842 6800 Fax: 03 8640 0697  
 Email: bentleigh@garypeer.com.au  
 Office Hours: 9am to 5.30pm Monday - Friday

# Rental Tenancy Application

**GaryPeer.com.au****PROPERTY DETAILS - Property you would like to rent if this application is accepted?**

Proposed Property: \_\_\_\_\_ Post Code: \_\_\_\_\_

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

Has the property been presented in a reasonably clean condition? Yes / No Please detail below the items which require attention: \_\_\_\_\_

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Length of Tenancy: \_\_\_\_\_ Years \_\_\_\_\_ Months \_\_\_\_\_ Tenancy to Commence: \_\_\_\_\_ / \_\_\_\_\_ / \_\_\_\_\_

How many tenants will occupy the property? Adults: \_\_\_\_\_ Children: \_\_\_\_\_

Pets: Yes / No (circle) Types: \_\_\_\_\_ Reg? Y / N Breed/s : \_\_\_\_\_ Ages : \_\_\_\_\_

Have you applied for other properties? Yes / No Do you smoke? Yes / No

**FIRST APPLICANT**

First Name: \_\_\_\_\_

Family/Last Name : \_\_\_\_\_

Drivers Lic#: \_\_\_\_\_

Expiry Date: \_\_\_\_\_ / \_\_\_\_\_ / \_\_\_\_\_ License State: \_\_\_\_\_

Vehicle Registration: \_\_\_\_\_ State: \_\_\_\_\_

Passport No: \_\_\_\_\_ Passport Country: \_\_\_\_\_

Pension No: (if applicable) \_\_\_\_\_ Type: \_\_\_\_\_

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

\_\_\_\_\_ Post Code: \_\_\_\_\_

Phone: \_\_\_\_\_ Mob Phone: \_\_\_\_\_

E-mail: \_\_\_\_\_

**SECOND APPLICANT AND/OR PARTNER**

First Name: \_\_\_\_\_

Family/Last Name : \_\_\_\_\_

Drivers Lic#: \_\_\_\_\_

Expiry Date: \_\_\_\_\_ / \_\_\_\_\_ / \_\_\_\_\_ License State: \_\_\_\_\_

Vehicle Registration: \_\_\_\_\_ State: \_\_\_\_\_

Passport No: \_\_\_\_\_ Passport Country: \_\_\_\_\_

Pension No: (if applicable) \_\_\_\_\_ Type: \_\_\_\_\_

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

\_\_\_\_\_ Post Code: \_\_\_\_\_

Phone: \_\_\_\_\_ Mob Phone: \_\_\_\_\_

E-mail: \_\_\_\_\_

**Current Rental History - Applicant 1**

Length of Current Tenancy? \_\_\_\_\_ Years: \_\_\_\_\_ Months: \_\_\_\_\_

Reason for Leaving: \_\_\_\_\_ Rent: \$ \_\_\_\_\_

Landlord/Agent: \_\_\_\_\_

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

**Current Rental History - Applicant 2**

Length of Current Tenancy? \_\_\_\_\_ Years: \_\_\_\_\_ Months: \_\_\_\_\_

Reason for Leaving: \_\_\_\_\_ Rent: \$ \_\_\_\_\_

Landlord/Agent: \_\_\_\_\_

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

**Previous Rental History - Applicant 1**

Previous Residential Address: \_\_\_\_\_

\_\_\_\_\_ Post Code: \_\_\_\_\_

Length of Previous Tenancy?: Years: \_\_\_\_\_ Months: \_\_\_\_\_

Reason for Leaving: \_\_\_\_\_ Rent: \$ \_\_\_\_\_

Landlord/Agent: \_\_\_\_\_

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

**Previous Rental History - Applicant 2**

Previous Residential Address: \_\_\_\_\_

\_\_\_\_\_ Post Code: \_\_\_\_\_

Length of Previous Tenancy?: Years: \_\_\_\_\_ Months: \_\_\_\_\_

Reason for Leaving: \_\_\_\_\_ Rent: \$ \_\_\_\_\_

Landlord/Agent: \_\_\_\_\_

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

**Employment History - Applicant 1**

Current Occupation: \_\_\_\_\_

Nature of your Employment: FULL TIME / PART TIME / CASUAL (circle) \_\_\_\_\_

Current Employer's Name: \_\_\_\_\_

Employer's Address: \_\_\_\_\_

Contact Name: \_\_\_\_\_ Phone: \_\_\_\_\_

Employment: Yrs Mnth

Income: \$ Net weekly

**Previous Employment History - Applicant 1**

Previous Employer: \_\_\_\_\_

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

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

Previous Employer's Ph: \_\_\_\_\_ Time Employed: \_\_\_\_\_

**If you are a Student - Applicant 1**

Institution: \_\_\_\_\_ Dept: \_\_\_\_\_

Union No: \_\_\_\_\_ Student ID: \_\_\_\_\_

Income Source: \_\_\_\_\_ Income: \$ Net PW

**If you Receive a Centrelink Payment**

Type: \_\_\_\_\_ Cust No: \_\_\_\_\_

Amount: \$ Per Fortnight

**If Self Employed**

Accountant Name: \_\_\_\_\_ Ph: \_\_\_\_\_

Company Name: \_\_\_\_\_ ABN: \_\_\_\_\_

**Emergency Contact - Applicant 1**

Name: \_\_\_\_\_

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

Home Phone: \_\_\_\_\_ Mob Phone: \_\_\_\_\_

Relationship to you : \_\_\_\_\_

**References - Applicant 1**

1) Name: \_\_\_\_\_

Relationship to applicant: \_\_\_\_\_

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

2) Name: \_\_\_\_\_

Relationship to applicant: \_\_\_\_\_

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

**Employment History - Applicant 2**

Current Occupation: \_\_\_\_\_

Nature of your Employment: FULL TIME / PART TIME / CASUAL (circle) \_\_\_\_\_

Current Employer's Name: \_\_\_\_\_

Employer's Address: \_\_\_\_\_

Contact Name: \_\_\_\_\_ Phone: \_\_\_\_\_

Employment: Yrs Mnth

Income: \$ Net weekly

**Previous Employment History - Applicant 2**

Previous Employer: \_\_\_\_\_

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

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

Previous Employer's Ph: \_\_\_\_\_ Time Employed: \_\_\_\_\_

**If you are a Student - Applicant 2**

Institution: \_\_\_\_\_ Dept: \_\_\_\_\_

Union No: \_\_\_\_\_ Student ID: \_\_\_\_\_

Income Source: \_\_\_\_\_ Income: \$ Net PW

**If you Receive a Centrelink Payment**

Type: \_\_\_\_\_ Cust No: \_\_\_\_\_

Amount: \$ Per Fortnight

**If Self Employed**

Accountant Name: \_\_\_\_\_ Ph: \_\_\_\_\_

Company Name: \_\_\_\_\_ ABN: \_\_\_\_\_

**Emergency Contact - Applicant 2**

Name: \_\_\_\_\_

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

Home Phone: \_\_\_\_\_ Mob Phone: \_\_\_\_\_

Relationship to you : \_\_\_\_\_

**References - Applicant 2**

1) Name: \_\_\_\_\_

Relationship to applicant: \_\_\_\_\_

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

2) Name: \_\_\_\_\_

Relationship to applicant: \_\_\_\_\_

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

**DECLARATION & AUTHORITY (All applicants must acknowledge and sign)**

I hereby offer to rent the property from the owner under a lease to be prepared by the Agent. Should this application be accepted by the landlord I agree to enter into a Residential Tenancy Agreement.

I acknowledge that this application is subject to the approval of the owner/landlord. I declare that all information contained in this application (including the front page) is true and correct and given of my own free will. I declare that I have inspected the premises.

I authorise the Agent to obtain personal information from:

- (a) The owner or the Agent of my current or previous residence;
- (b) My personal referees and employer/s;
- (c) Any record listing or database of defaults by tenants such as NTD, TICA or TRA for the purpose of checking your tenancy history;
- (d) My Accountant or Payroll Officer;

1. The Applicant's Warranty: All details contained here are True & Correct and that the applicants are not bankrupt or insolvent

2. The applicant agrees that;

- a. They have inspected the property applied for in person and accept the property in its current condition
- b. The applicant will sign the tenancy agreement as a priority upon being notified of the acceptance of the application by the Agent

If I default under a rental agreement, I agree that the Agent may disclose details of any such default to the tenancy default database, and to the agents/landlord of properties I may apply for in the future. I am aware that if the information is not provided or I do not consent to the uses to which personal information is put, the Agent cannot provide me with the lease/tenancy of the premises. I am aware that I may access personal information on the contact details above.

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.

c. This application in no way forms an agreement or warrants legal obligation between parties

d. The applicant understands that there is no obligation to supply a reason should the application be unsuccessful

e. The applicant has made their own enquiries in relation to the provision of the availability of phone, internet and television connections. The Agent makes no warranty in relation to the adequacy of current services or fittings in the premises.

I am aware that the Agent will use and disclose my personal information in order to:

- (a) Communicate with the owner and select a tenant
- (b) Prepare lease/Tenancy documents
- (c) Allow tradespeople or equivalent organisations to contact me
- (d) Lodge/claim/transfer to/from the Residential Tenancies Bond Authority
- (e) Refer to Tribunals/Courts & Statutory Authorities (where applicable)
- (f) Refer to collection agents/lawyers (where applicable)
- (g) Complete a credit check with NTD (National Tenancies Database). If you wish to view your records or the information is not accurate, you can contact NTD on 1300 563 826 or www.ntd.net.au to amend or dispute the record.
- (h) Transfer water account details into my name.

Applicant Signature

Dated: / /

Applicant 2/Partner Signature

Dated: / /

## HOW TO APPLY FOR A RENTAL PROPERTY

### Step 1: Submit an Application

A complete application form should be submitted with all supporting documentation. Each adult will need to:

**Satisfy:** a Proof of identity 100 Point Check. Please refer to ID break down.

**Complete:** all relevant fields including property address, lease start date, length of term and pets.

**Sign:** their portion of the application in order for us to qualify their details.

**Notify:** their referees to expect our call (i.e. employers, real estate agents and personal references).

### Step 2: Approval

Your application will be submitted to the landlord for their consideration. This is always the landlord's decision. Landlords are entitled to reject an application without providing a reason. We aim to advise you of your application outcome within two business days of complete lodgement, however, this is dependent upon the availability of referees and the landlord. If you are unsuccessful, you will be notified and we will destroy the application to protect your privacy.

### Step 3: Lease and Rent

If you are the successful applicant, you will be contacted and arrangements will be made for you to visit our office and execute your new lease agreement within 24 to 48 hours of acceptance. This is important to secure the property as it will continue to be available to other applicants until this is done. You will be required to pay the first month's rent and full bond prior to the lease commencement date.

### Step 4: Move In

Our Property Management Staff will be able to advise you of the process regarding collection of your keys, induction pack and payment of your first month's rent. Keys will not be handed over until all applicants have signed the agreement and all monies are received.

## PLEASE NOTE:

### BOND IS PAYABLE WITHIN 24 HOURS OF YOUR APPLICATION BEING APPROVED.

Bank Cheque or Money Order made payable to R.T.B.A.

### FIRST MONTHS RENT IS PAYABLE PRIOR TO TENANCY COMMENCEMENT.

Bank Cheque or Money Order. Your Property Manager will confirm the amount and who to make it payable to.

### We require 100 points of identification to be provided with applications.

#### MANDATORY IDENTIFICATION:

Application will not be accepted if not provided:

- Drivers License = 50 points
- Current Pay Slips (minimum 3) = 10 points
- Tenant Ledger (if applicable) = 10 points
- Centrelink Statement (if applicable) = 10 points

#### SECONDARY IDENTIFICATION:

- Most recent Bank Statement balance (daily transactions redacted) = 10 points
- Passport = 50 points
- Photo ID = 50 points
- Rates Statement (if own home) = 30 points
- Current Utility Bill = 30 points
- Last 4 Rent Receipts = 20 points
- Copy of Birth Certificate = 20 points
- Current Car Registration Papers = 20 points

**No application will be processed until all documents have been provided. Unsuccessful applications will be shredded.**

**Good Luck with your Application - we wish you well with your search for a new home.**

## UTILITY CONNECTION SERVICE

**connectnow.**

We get things sorted.

Moving made easier

P: 1300 554 323 | F: 1300 889 598

E: [info@connectnow.com.au](mailto:info@connectnow.com.au)

W: [connectnow.com.au](http://connectnow.com.au)

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.

#### PRIVACY CONSENT AND TERMS. 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 [Privacy Policy](#) 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 [info@connectnow.com.au](mailto:info@connectnow.com.au). 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.

**Yes, I accept the Terms. Please call me to connect my new services.**

Signed:

Date:

PM ID:

# Statement of Information for Rental Applicants



*Residential Tenancies Act 1997* Section 29C

*Residential Tenancies Regulations 2021* Regulation 14

## 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;
  - association with someone who has these personal attributes.
  - 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
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.