

# SWEENEY

## Rental Application Form

Please attach a copy of the below items together with your application

Note: Each adult is required to fill out an application form and provide the following:

1. Photo ID (Drivers License OR Passport)
2. Recent 3 pay slips or government assistance statement
3. Bank balance (every day and/or savings account)
4. Rental reference letter or Rental Ledger from your current/previous agent/landlord
5. Telephone, Electricity or Water Bill (with current address printed on it)



### 1. Agent Details

Office Name Sweeney Altona, Altona Meadows & Altona North

Phone 03 9398 3777

Name of property manager Sweeney Leasing

Office Address 54 Pier Street, Altona VIC 3018

Email altona@sweeneyea.com.au

connectnow ID \_\_\_\_\_

### 2. Property & Payment Information

Address \_\_\_\_\_

Suburb \_\_\_\_\_ Postcode \_\_\_\_\_

Lease Term \_\_\_\_\_ Years \_\_\_\_\_ Months \_\_\_\_\_

Rental Amount \$ \_\_\_\_\_ pw \_\_\_\_\_

Date property inspected \_\_\_\_\_

Date property is to be occupied \_\_\_\_\_

Total number of people to occupy the property \_\_\_\_\_

Adults \_\_\_\_\_ Children \_\_\_\_\_ Ages / / /

Do you have pets?  No  Yes, Type: \_\_\_\_\_

Breed \_\_\_\_\_ Age \_\_\_\_\_

# Residential Tenancy Application Form

For your application to be processed you must answer all questions

All adults (over the age of 18) must fill in an application.

## 3. Personal Details (Applicant 1)

First name \_\_\_\_\_ Last name \_\_\_\_\_

Initial \_\_\_\_\_

Date of birth \_\_\_\_\_ Age (Years / Months) \_\_\_\_\_

Driver license number \_\_\_\_\_ State of issue \_\_\_\_\_

Alternate ID (e.g. passport) \_\_\_\_\_ Number \_\_\_\_\_

Are you on a pension? Type \_\_\_\_\_

No  Yes If yes, reference# \_\_\_\_\_

Please provide contact details \_\_\_\_\_

Phone \_\_\_\_\_ Mobile \_\_\_\_\_

Email \_\_\_\_\_

Occupation \_\_\_\_\_ Work phone \_\_\_\_\_

Current address \_\_\_\_\_

Suburb \_\_\_\_\_ Postcode \_\_\_\_\_

## 4. Application History (Applicant 1)

How long have you lived at your current address ?

\_\_\_\_\_ Years \_\_\_\_\_ Months

Name of Landlord/Agent (If applicable) \_\_\_\_\_

Phone number \_\_\_\_\_

Rent paid per month \$ \_\_\_\_\_

Reason for leaving \_\_\_\_\_

What was your previous residential address?

\_\_\_\_\_

Suburb \_\_\_\_\_ Postcode \_\_\_\_\_

How long have you lived at your current address ?

\_\_\_\_\_ Years \_\_\_\_\_ Months

Name of landlord/Agent (If applicable) \_\_\_\_\_

Phone number \_\_\_\_\_

Rent paid per month \$ \_\_\_\_\_

Reason for leaving \_\_\_\_\_

Car registration \_\_\_\_\_

## 5. Employment Details (Applicant 1)

Occupation \_\_\_\_\_

Name of employer \_\_\_\_\_

Employment address \_\_\_\_\_

Suburb \_\_\_\_\_ Postcode \_\_\_\_\_

If self-employed, accountant name Number \_\_\_\_\_

Employer phone number \_\_\_\_\_

Contact name \_\_\_\_\_

Length at current employment \_\_\_\_\_ Years \_\_\_\_\_ Months \_\_\_\_\_

Net income \$ \_\_\_\_\_ Per week \$ \_\_\_\_\_ Per month \$ \_\_\_\_\_

Other income type \_\_\_\_\_

Amount \$ \_\_\_\_\_ p/month \_\_\_\_\_ p/fortnight \_\_\_\_\_ p/week \_\_\_\_\_

## 6. Previous Employment Details (Applicant 1)

Occupation \_\_\_\_\_

Name of employer \_\_\_\_\_

Employment address \_\_\_\_\_

Suburb \_\_\_\_\_ Postcode \_\_\_\_\_

Employer/Accountant phone number \_\_\_\_\_

Contact name \_\_\_\_\_

Length at current employment \_\_\_\_\_ Years \_\_\_\_\_ Months \_\_\_\_\_

Net income \$ \_\_\_\_\_ Per week \$ \_\_\_\_\_ Per month \$ \_\_\_\_\_

# Residential Tenancy Application Form

For your application to be processed you must answer all questions

All adults (over the age of 18) must fill in an application.

## 7. Personal Details (Applicant 2)

First name \_\_\_\_\_ Last name \_\_\_\_\_

Initial \_\_\_\_\_

Date of birth \_\_\_\_\_ Age (Years / Months) \_\_\_\_\_

Driver license number \_\_\_\_\_ State of issue \_\_\_\_\_

Alternate ID (e.g. passport) \_\_\_\_\_ Number \_\_\_\_\_

Are you on a pension? Type \_\_\_\_\_

No  Yes If yes, reference# \_\_\_\_\_

Please provide contact details \_\_\_\_\_

Phone \_\_\_\_\_ Mobile \_\_\_\_\_

Email \_\_\_\_\_

Occupation \_\_\_\_\_ Work phone \_\_\_\_\_

Current address \_\_\_\_\_

Suburb \_\_\_\_\_ Postcode \_\_\_\_\_

## 8. Application History (Applicant 2)

How long have you lived at your current address?

\_\_\_\_\_ Years \_\_\_\_\_ Months

Name of Landlord/Agent (If applicable) \_\_\_\_\_

Phone number \_\_\_\_\_

Rent paid per month \$ \_\_\_\_\_

Reason for leaving \_\_\_\_\_

What was your previous residential address? \_\_\_\_\_

Suburb \_\_\_\_\_ Postcode \_\_\_\_\_

How long have you lived at your current address?

\_\_\_\_\_ Years \_\_\_\_\_ Months

Name of landlord/Agent (If applicable) \_\_\_\_\_

Phone number \_\_\_\_\_

Rent paid per month \$ \_\_\_\_\_

Reason for leaving \_\_\_\_\_

Car registration \_\_\_\_\_

## 9. Employment Details (Applicant 2)

Occupation \_\_\_\_\_

Name of employer \_\_\_\_\_

Employment address \_\_\_\_\_

Suburb \_\_\_\_\_ Postcode \_\_\_\_\_

If self-employed, accountant name Number \_\_\_\_\_

Employer phone number \_\_\_\_\_

Contact name \_\_\_\_\_

Length at current employment \_\_\_\_\_ Years \_\_\_\_\_ Months \_\_\_\_\_

Net income \$ \_\_\_\_\_ Per week \$ \_\_\_\_\_ Per month \$ \_\_\_\_\_

Other income type \_\_\_\_\_

Amount \$ \_\_\_\_\_ p/month \_\_\_\_\_ p/fortnight \_\_\_\_\_ p/week \_\_\_\_\_

## 10. Previous Employment Details (Applicant 2)

Occupation \_\_\_\_\_

Name of employer \_\_\_\_\_

Employment address \_\_\_\_\_

Suburb \_\_\_\_\_ Postcode \_\_\_\_\_

Employer/Accountant phone number \_\_\_\_\_

Contact name \_\_\_\_\_

Length at current employment \_\_\_\_\_ Years \_\_\_\_\_ Months \_\_\_\_\_

Net income \$ \_\_\_\_\_ Per week \$ \_\_\_\_\_ Per month \$ \_\_\_\_\_

## 11. Privacy Statement

### PRIVACY ACT 1998-COLLECTION NOTICE

The personal information of the prospective tenant provided in this application or that which is collected from other sources is necessary for the agent to verify the applicant identity and to process and evaluate the application. The personal information may be collected for other parties, landlords, referees, financial institutions, other agents, the national tenancy database (1300, 563 826) and other third parties as required by law. Information already held on tenancy reference databases may also be disclosed to the agent and/or landlord. The agent may also disclose information to other parties on the internet. The agent will only disclose information in the way to other parties to achieve the purposes specified above or as otherwise allowed under the privacy act 1998.

If the applicant would like to access his/her personal information held by the agent, the can do so by contacting the agent at the address and contact numbers contained on this application. The applicant can also correct this information if it is inaccurate, incomplete or out of date. If the information is not provided, the agent may not be able to process the application. If this application is unsuccessful, this form and any copies will be destroyed.

## 12. Declaration

**A)** I acknowledge that this is an application to lease this property and that m application is subject to the owner's approval and the availability of the premises or the due date. I hereby offer to rent the property from the owner under a lease to be prepared by the Agent pursuant to the Residential Tenancies Act 1997.

I acknowledge that I will be required to pay rental in advance and a rental bond I declare that all information contained in this application (including the reverse side; is true and correct and given of my own free will. I declare that I have inspected the premises and am not bankrupt.

I authorise the Agent to obtain details of my credit worthiness from, the owner or Agent of my current or previous residence, my personal referees, employer, and record, listing or database of defaults by tenants. If I default under a rental agreement, the Agent may disclose details of any such default to any person whom the Agent reasonably considers has an interest receiving such information.

Please consider the environment before printing this email (and any attachments to this email) is for the exclusive use of the person, firm or corporation to which it is addressed and may contain information that by law is privileged, confidential or protected by copyright. If you are not the intended recipient or the person responsible for delivering this email to the intended recipient, you are notified that any use, disclosure, distribution, printing or copying of this email transmission is prohibited by law and that the contents must be kept strictly confidential. If you have received this email in error, kindly notify us immediately on (03) 9399 8199 or respond to the sender by return email. The original transmission of this email must be destroyed.

**The applicant acknowledges that the bond is equal to one month's rent unless otherwise stated at the time of signing leases; that rental payments are due monthly via BPAY; and that the property was in a reasonable condition satisfactory to the above mentioned.**

APP 1 Signed

Date

APP 2 Signed

Date

## 13. Additional Comments

**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](http://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: \_\_\_\_\_

**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 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.