



Rental Application Form

Kindly note – incomplete applications will not be processed. Should you have any queries with regard to this application form, please contact us via the details below:

info@banksiapropertyagency.com.au
03 8399 9119

c.h ventures pty ltd t/a
banksia property agency
licensed estate agents
p.o box 23307
docklands vic 8012

Before you submit this application –

- Ensure you have your supporting documentation ready, and attach it to this application.
- Make note of the payment options available to you.
- If approved, payment of the bond and first calendar months’ rent will be required within 48 hours of acceptance in order to secure the property.

Rental Payment Options –

- Our preferred payment option is direct bank transfer. Other options are available to you if required, and we encourage you to discuss these with your property manager.

Application Checklist –

In submitting this application, you’ll need to confirm:

- Copies of supporting documentation are attached (see below)
- The property you are applying for has been fully inspected
- All details in this application form have been completed
- Employer/income details are completed with contact details provided
- The Privacy Disclosure Statement and Privacy Consent forms have been read and signed
- The Statement of Information form for the property has been read and signed

Supporting Documentation

At least one document from each of the below sections is required **for each applicant** to confirm identity:

Section One	Section Two	Section Three
Passport	Two most recent payslips	Vehicle Registration Paper
Driver License	Statement of Centrelink Entitlements <i>(if applicable)</i>	Utility or Phone Bill
Birth Certificate	Employment Confirmation Letter with Salary <i>(if new job)</i>	Medicare or Credit Card

Property address you are applying for

Tenancy Requirements

Initial lease term months Rent \$ per week Lease start date

Name of applicant one

Names of other applicants *(if applicable)*

Total number of occupants Adults Children

Number of pets, age and breed

Primary Applicant Details

First Name	Last Name
Mobile	Passport No.
Driver License No.	State of Issue
No. of Vehicles	Registration No.

Emergency Contact (Next of Kin)

Full Name	Contact No.
Relationship to you	Address

Current Address Details

Current rent/mortgage \$	per week	Lived there for	years	months
Property Address				
Agent/Provider		Contact Number		
Email		Reason for Leaving		

Previous Address Details

Previous rent/mortgage \$	per week	Lived there for	years	months
Property Address				
Agent/Provider		Contact Number		

Employment Details

If you have worked at this employer for less than 6 months, please also provide previous employment details

Company	Position
HR/Payroll Contact	HR/Payroll Number
Company Address	Weekly Income (after tax) \$
Length of Employment	<i>If self-employed, Business Type/ABN</i>

Student Details (if unemployed)

Are you a full-time student? Yes / No	TAFE/University
Student No.	Course Code
Primary Income Source	Amount \$ per week
Income Source Contact	Phone

Centrelink Benefits (if applicable)

Benefit Type	Fortnightly Payment \$
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Personal Referee (cannot be related)

Name	Occupation
Relationship to you	Contact number

Second Applicant Details (for additional applicants, copy this page)

First Name	Last Name
Mobile	Passport No.
Driver License No.	State of Issue
No. of Vehicles	Registration No.

Emergency Contact (Next of Kin)

Full Name	Contact No.
Relationship to you	Address

Current Address Details

Current rent/mortgage \$	per week	Lived there for	years	months
Property Address				
Agent/Provider		Contact Number		
Email		Reason for Leaving		

Previous Address Details

Previous rent/mortgage \$	per week	Lived there for	years	months
Property Address				
Agent/Provider		Contact Number		

Employment Details

If you have worked at this employer for less than 6 months, please also provide previous employment details

Company	Position
HR/Payroll Contact	HR/Payroll Number
Company Address	Weekly Income (after tax) \$
Length of Employment	<i>If self-employed, Business Type/ABN</i>

Student Details (if unemployed)

Are you a full-time student? Yes / No	TAFE/University
Student No.	Course Code
Primary Income Source	Amount \$ per week
Income Source Contact	Phone

Centrelink Benefits (if applicable)

Benefit Type	Fortnightly Payment \$
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Personal Referee (cannot be related)

Name	Occupation
Relationship to you	Contact number

Confirmation

I/we confirm that we have inspected this property and found it to be in a satisfactory condition and suitable for occupation. I/we have listed issues for attention prior to occupation of the premises in the box below. I/we acknowledge that any of the issues we have listed below are subject to the approval of the Rental Provider and do not form part of the Tenancy Agreement.

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I/we further acknowledge that this rental application is subject to the approval of the Rental Provider, and I consent to the information in this application being verified, with appropriate reference checks to be undertaken, which may include checks to national tenant databases.

Privacy Act Acknowledgement

I/we provide consent for Banksia Property Agency to, as part of this application process, contact all necessary people (such as referees, employers, other agents, tenancy databases, etc) to verify the information provided in this Application. During this process, Banksia Property Agency will adhere to all Federal Privacy Act requirements and Australian Privacy Principles, treating my personal information with respect.

I/we consent to the personal in this Application being passed on during the tenancy (should it commence) and after the tenancy (if required) to other third parties which include however are not limited to tradespeople/contractors, salespeople, bodies corporate, tenancy databases and other relevant parties in full compliance with the Federal Privacy Act and any other relevant information. The Rental Provider of the property will be provided all relevant information as the tenancy agreement is between the Rental Provider and the Renter; the agency manages the property on behalf of the Rental Provider. The agreement should it commence is a contract between the Rental Provider and the Renter; personal information will be passed onto the Rental Provider as the owner of the property.

Declaration

I/we declare that all of the information provided to Banksia Property Agency in this Application Form is true and correct, and;

I/we:

- Hereby offer to rent the property listed on the first page of this Application from the Rental Provider under a lease to be prepared by Banksia Property Agency. Should this application be accepted by the Landlord I agree to enter into a Residential Tenancy Agreement pursuant to the Residential Tenancies Act 1997.
- Acknowledge that this application is subject to the approval of the Rental Provider.
- Declare that we have inspected the premises.
- Authorise Banksia Property Agency to obtain personal information about me/us.

Primary Applicant

Signature	Name	Date
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Second Applicant

Signature	Name	Date
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Third Applicant

Signature	Name	Date
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Statement of Information for Rental Applicants

Residential Tenancies Act 1997 Section 29C

Residential Tenancies Regulations 2021 Regulation 14

A rental provider must include the information below in a residential rental agreement application form.

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/ 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.

For further information visit the renting section of the Consumer Affairs Victoria website at www.consumer.vic.gov.au/renting or call 1300 55 81 81.

Help or further information

For further information, visit the Renting section – Consumer Affairs Victoria website at www.consumer.vic.gov.au/renting or call Consumer Affairs Victoria on **1300 55 81 81**.

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 size bir Danışma Memuru ile görüşmelerini 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 prevodilaца и тумача (Translating and Interpreting Service – TIS) на 131 450 (по цену локалног позива) и замолите их да вас повежу са Службеником за информације (Information Officer) у Викторијској Служби за потрошачка питања (Consumer Affairs Victoria) на 1300 55 81 81.

Amharic በአንገሊዝኛ ቋንቋ ለመረዳት ችግር ካለብዎ የአስተርጓሚ አገልግሎትን (TIS) በስልክ ቁጥር 131 450 (በአካባቢ ስልክ ጥሪ ሂሳብ) በመደወል ለቪ.ክ.ቶ.ሪ.ዩ ደንበኞች ጉዳይ ቢሮ በስልክ ቁጥር 1300 55 81 81 ደውሎ ከመረጃ አቅራቢ ሠራተኛ ጋር እንዲያገናኙዎት መጠየቅ።

Dari

اگر شما مشکل دانستن زبان انگلیسی دارید، با اداره خدمات ترجمانی تحریری و شفاهی (TIS) به شماره 131 450 به قیمت مخابره محلی تماس بگیرید و بخواهید که شما را به کارمند معلومات دفتر امور مهاجرین ویکتوریا به شماره 1300 55 81 81 ارتباط دهد.

Croatian Ako nerazumijete 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.