

APPLICATION FORM

Please select an office

Address: _____ OFFICE: _____

Commencement Date: _____ Term: _____ months

Rent P/wk: \$ _____ P/mth: \$ _____ Bond: \$ _____

Name of other applicants to occupy the property: _____

Property Manager: _____

PERSONAL DETAILS

Given Name: _____ Family Name: _____

Current Address: _____ Suburb: _____

Drivers Licence No: _____ Expiry: _____ State of Issue: _____ Car Registration: _____

Passport No: _____ Expiry: _____ Country of Issue: _____

Pension Type: _____ Number: _____

Home Phone: _____ Mobile: _____ Business Phone: _____

Email: _____ Occupation: _____



P: 1300 400 600
W: www.yourporter.com.au

YourPorter is a FREE service connecting utilities and other services.

If the Agent approves this application, YourPorter will connect your water, where permitted, for the purpose of usage charges at your new property on behalf of the Real Estate Agent. YourPorter will be contacting you by phone, SMS, or email for the purposes of assisting you to connect your utilities within 24 hours of receiving this application for next business day connection.

<input type="checkbox"/> Electricity	<input type="checkbox"/> Gas	<input checked="" type="checkbox"/> Water
<input type="checkbox"/> Telephone	<input type="checkbox"/> Pay TV	<input type="checkbox"/> Internet
<input type="checkbox"/> Car Insurance	<input type="checkbox"/> Health Insurance	<input type="checkbox"/> Home & Contents
<input type="checkbox"/> Life Insurance	<input type="checkbox"/> Home Loans	

DECLARATION AND ACCEPTANCE:

I/We consent to the disclosure of this application form (including any personal information contained in this form) to YourPorter Pty Ltd (ABN 36 252 576 050) for the purpose of allowing YourPorter and its service providers to contact me for the connection of services as offered by YourPorter.

I/We acknowledge that if I/We do not provide my/our personal information, YourPorter will not be able to provide these services to me/us. YourPorter will ensure that my/our personal information is collected, used, held and disclosed in accordance with the requirements of the Privacy Act 1988 (Cth).

I/We acknowledge that YourPorter, and the Agent, may receive a benefit in relation to the connection of any of the services listed above. I/We consent to YourPorter contacting me by phone or SMS in relation to the connection of the services listed above. I/We acknowledge that this consent permits YourPorter to contact me even if the numbers listed on this application are listed on the Do Not Call Register. YourPorter will otherwise collect, hold, use and disclose personal information in accordance with their privacy policies, which are available at www.yourporter.com.au/general/privacy-policy/. YourPorter is a free service, but I/We acknowledge that standard connection fees may apply for services connected (in addition to the ongoing service fees).

I/We acknowledge that neither YourPorter nor the Agent accept any responsibility for any delay in or failure to arrange or provide for any connection of a service or for any loss, damage, cost or expense in connection with such delay or failure. By signing this application, I/We understand YourPorter is a value add product and that I/We are under no obligation to use YourPorter.

I am aware that the agent will disclose my personal information to YourPorter for the purposes of transferring the water account into my name. This will enable YourPorter to connect all accepted renters to relevant water boards for water usage, where permitted.

Signature: _____

Date: _____

CURRENT SITUATION

Do you ☐ Rent ☐ Own

How long have you lived at this current address: _____ years _____ months

Name of Rental Provider/Agent (if applicable): _____

Phone number: _____ Rent paid per month: \$ _____

Reason for leaving: _____ Agent/Rental Provider Email: _____

PREVIOUS RENTAL HISTORY

Do you Rent ☐ Own ☐

Previous address: _____ Suburb: _____

How long have did you live at your previous address: _____

Name of Rental Provider/Agent (if applicable) _____

Phone number: _____ Rent paid per month: \$ _____

Reason for leaving: _____ Agent/Rental Provider Email: _____

OTHER INFORMATION

Number of persons occupying property Adults _____ Children _____

Do you have pets? Yes ☐ No ☐ (if yes please specify)

Are you applying for Bond assistance from Director of Housing (DOH): Yes ☐ No ☐

NEXT OF KIN (name of relative)

Emergency contact: _____ Relationship: _____

Address: _____

Phone: _____ Mobile: _____ Other: _____

CURRENT EMPLOYMENT DETAILS

Business name & address: _____

Contact name: _____ Phone: _____

Term of employment: _____ Position held: _____

Income per annum: \$ _____ Email: _____

Self employed: Yes ☐ No ☐ (if Yes complete details below) ABN:

Business type: _____

Accountant name: _____ Phone: _____

Solicitor name: _____ Phone: _____

PREVIOUS EMPLOYMENT DETAILS

Business name & address: _____

Contact name: _____ Phone: _____

Term of employment: _____ Position held: _____

Income per annum: \$ _____ Email: _____

Self employed: Yes ☐ No ☐ (if Yes complete details below) ABN: _____

Business type: _____

Accountant name: _____ Phone: _____

Solicitor name: _____ Phone: _____

PERSONAL REFEREES

1. Reference name: _____ Phone: _____

Relationship: _____ Occupation: _____

2. Reference name: _____ Phone: _____

Relationship: _____ Occupation: _____

3. Reference name: _____ Phone: _____

Relationship: _____ Occupation: _____

IF A STUDENT PLEASE COMPLETE

Place of Study _____

Course: _____ Enrolment number: _____

Course length: _____ What year are you in: _____

Campus contact: _____ Phone: _____

Course Co-Ordinator: _____ Phone: _____

Parents name(s): _____ Phone: _____

Parents address: _____

Are you receiving financial support Yes ☐ No ☐ (if Yes, from where?) _____

SUPPORTING DOCUMENTS

Identity Documents (eg: Passport, Licence, Medicare) ☐

Payslips ☐

TENANCY PRIVACY STATEMENT

The information on this form is being collected by Woodards. By signing this application you consent to the collection and use of this personal information by Woodards. We require this information about you to assess the risk in providing you with the lease/tenancy of the premises you have applied for and if the risk is considered acceptable.

To carry out this role any or all of the information provided to us by you may be disclosed to a third party according to normal commercial practice including but not limited to The Rental Provider, The Rental Provider's lawyer or Mortgagee, referees/next of kin you have nominated, organisations/tradespeople required to carry out maintenance to the premises, RTBA (rent bond authority) Residential Tenancy Tribunal/courts/statutory authorities, Collection Agents (where applicable) National Tenancy Database Pty Ltd (NTD) (ABN 65 079 105 025), other Real Estate Agents in the interests of openness and transparency between all parties.

Applicants please note that rental payments to Woodards are via Direct Debit Only*

TENANCY PRIVACY STATEMENT

Your personal information will be added to our database and may be used for the secondary purpose of providing you with further information about properties and services offered by Woodards. It is your responsibility to ensure that this information is correct at all times.

To ascertain what personal information we have about you, or provide correct information, you can contact us in the following ways:-

Telephone: 03 9805 1111

Email: corporate@woodards.com.au

By Mail: Level 3, 277 Camberwell Road Camberwell

To view our full privacy statement please refer to our website www.woodards.com.au

☐ I acknowledge that I have read and understood Woodards Privacy Policy and reason for use.

DECLARATION

THE APPLICANT HEREBY AGREES TO:

1. Woodards policy is that rental payments are made via * Direct Debit * excluding Doncaster, Oakleigh & Carnegie Offices
2. All applicants must complete an application form and provide 100 points of ID.
3. Bond payment must be made in the form of a bank cheque or money order made payable to RTBA (Residential Tenancies Bond Authority). Personal cheques or cash will not be accepted
4. Initial Rent payment must be made in the form of a bank cheque or money order made payable to Woodards personal cheques or cash will not be accepted
5. The applicant hereby agrees to a credit check being carried out via the National Tenancy Database (NTD). Applicants can access their personal information by contacting:- National Tenancy Database (NTD) www.ntd.net.au or 138332
6. The applicant acknowledges that the rented premises is a "smoke free zone" and will ensure they and their guests do not smoke inside the premises
7. The applicant acknowledges that:

I have inspected the property and it is in a reasonably clean condition and in good repair as inspected.

If this is not the case please indicate any items you would like attended to prior to your tenancy.

Please note that these items are subject to the owner's approval.

- ☐ I hereby offer to rent the property from the Rental Provider under a lease to be prepared by the Agent pursuant to the Residential Tenancies Act 1997. I further acknowledge that this application to lease this property is subject to the Rental Providers's approval AND the availability of the premises on the due date. No action will be taken against the Rental Provider or agent if the application is unsuccessful or upon acceptance should the premises be unavailable for occupation on the date for whatever reason.
- ☐ I acknowledge that I will be required to pay rental in advance and a 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 authorise the Agent to obtain details of my credit worthiness from, the Rental Provider or Agent of my current or previous residence, my personal referees, any record or listing or database of defaults by renters. If I default under this rental agreement, the Agent may disclose details of any such default to any person whom the Agent reasonable considers has an interest in receiving such information. I confirm that I have been notified of the tenancy database contact details and reason for use.

Should your application be successful you will be notified by phone and/or email and requested to confirm your tenancy. We require **FULL BOND** to be paid and bond lodgement form to be completed within 24 hours of confirmation of your tenancy. Prior to your commencement date all renters must have signed the tenancy agreement and paid the first months rental (please allow ½ hour for this appointment). The property manager will supply you with these amounts at the confirmation of your tenancy.

Keys will only be handed out when all parties have signed the tenancy agreement, bond lodgement form, all monies have been paid and the tenancy has commenced.

☐ I acknowledge that I have read and understood Woodards Declaration and Privacy Policy and reason for its use.

Applicant: _____

Witness: _____

Signed as acknowledgement of the above privacy statement and declaration

Date: _____

Date: _____

Applicants please note that rental payments to Woodards are via Direct Debit Only*

Statement of Information for Rental Applicants



Residential Tenancies Act 1997 Section 145A

Residential Tenancies Regulations 2021 Regulation 55

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 aramalarınızı ve size bir Danışma Memuru ile görüşturmelerini 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 xirii 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 Ако вам је тешко да разумете енглески, назовите Службу преводилаца 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.ቶሪያ ደንበኞች ጉዳይ ቢሮ በስልክ ቁጥር 1300 55 81 81 ደውሎ ከመረጃ አቅራቢ ሠራተኛ ጋር እንዲያገናኝዎት 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 essee messi in comunicazione con un operatore addetto alle informazioni del dipartimento "Consumer Affairs Victoria" al numero 1300 55 81 81.