



# Rental Application

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# Statement of Information for Rental Applicants

*Residential Tenancies Act 1997* Section 145A  
Residential Tenancies Regulations Regulation 55

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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/](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.

## Help or further information

For further information, visit the Renting section – Consumer Affairs Victoria website at [www.consumer.vic.gov.au/renting](http://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.ክቶሪያ 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.

## Documentation required to apply

- Each adult who will be residing in the property is required to complete this application
- 100 points of identification are required - this must be photocopied and attached to this application.  
(Any photocopying required will be charged at a rate of \$1.00 per page.)

Item	Points	Item	Points	Item	Points
Current Driver's Licence	50	Minimum of two references from previous rental providers	20	Current car registration papers	10
Passport	40	Last four rent receipts (if renting)	20	Current gas, phone or power account in name of applicant	10
Photo ID	40	Centrelink statement	30		
Rates statement (if own home)	40	Copy of birth certificate	10		

## Security deposit and rental payments

A security deposit and first month's rent must be paid in advance. The security deposit will be held in trust, and must be made payable to R.T.B.A. (Residential Tenancies Bond Authority).

## Additions that will help your application.

- If you have any rental history, please attach rental receipts to help us establish your payment history
- The inclusion of pay slips, bank account balance(s) and proof of employment will help us confirm your ability to service the rent
- Ensure you have completed all questions, and submit your application as quickly as possible.

## The application process

Once your application has been received, LeonDean's property management department will assess it.

Your application, together with any others received for the property, will then be referred to the rental provider.

You will then be contacted by the relevant LeonDean property manager and advised of the outcome.

If your application is successful, you will be asked to make an appointment with the property manager to sign rental agreements and make payment of the security deposit and first month's rent.

You will be provided with an information pack containing:

- A document outlining your rights and responsibilities as a renter
- After-hours emergency maintenance procedures
- A copy of your signed rental agreement, and
- General advice to help you with your move.

## YourPorter

If you require electricity, gas, internet, Pay TV or telephone connection when you move we can help. Just fill out the YourPorter free utility connection section of the Rental Application form. It is best to request connection for one day prior to moving in as electricity connection can occur at any time on the requested day.

### Important information regarding electricity connection

Before the electricity can be connected, the main electrical switch at the rental property must be switched to 'OFF' (sometimes a second switchboard is installed inside the property, and this must also be switched to 'OFF').

Connections will not occur if the main power switch is left in the 'ON' position on the day of connection. It is the obligation of the renter, not the agent, to ensure this has been done.



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View saved properties and view them on any device

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# Rental Application Form

I acknowledge receiving the Statement of Information for Rental Applicant prior to completing this Rental Application Form.

**Property details you would like to rent if this application is accepted:**

Property address \_\_\_\_\_ P/Code \_\_\_\_\_

Rent Per Week \$ \_\_\_\_\_ Bond Amount \$ \_\_\_\_\_ Length of Rental \_\_\_\_\_ Years \_\_\_\_\_ Months \_\_\_\_\_

Rental to Commence \_\_\_\_ / \_\_\_\_ / \_\_\_\_ How many Renters will occupy the property? Adults \_\_\_\_ Children \_\_\_\_ Ages \_\_\_\_\_

Have you inspected the property? Yes  No  Will you require Bond Loan? Yes  No

Comment \_\_\_\_\_

Pets: Yes  No  Types \_\_\_\_\_ Registered? Yes  No  Breed/s \_\_\_\_\_ Ages \_\_\_\_\_

Do you have any other applications or other properties pending? Yes  No

## Applicant & Contact Details

Title  Mr  Mrs  Ms  Dr First Name \_\_\_\_\_

Last Name \_\_\_\_\_

Drivers Licence No. \_\_\_\_\_ Expiry Date \_\_\_\_ / \_\_\_\_ / \_\_\_\_ Licence State \_\_\_\_\_ Vehicle Registration \_\_\_\_\_ State \_\_\_\_\_

Passport No. \_\_\_\_\_ Passport Country \_\_\_\_\_ Pension No. (if applicable) \_\_\_\_\_ Type \_\_\_\_\_

Mobile Phone \_\_\_\_\_ Home Phone \_\_\_\_\_ Work Phone \_\_\_\_\_

E-Mail \_\_\_\_\_

## Current Accommodation History

Current Address \_\_\_\_\_ Suburb \_\_\_\_\_ P/Code \_\_\_\_\_

Are you the:  Owner  Renter How long at current address? \_\_\_\_\_ Years \_\_\_\_\_ Months \_\_\_\_\_

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

Rental Provider / Agent \_\_\_\_\_ Phone \_\_\_\_\_ Rent \$ \_\_\_\_\_

## Previous Accommodation History

Previous Address \_\_\_\_\_ Suburb \_\_\_\_\_ P/Code \_\_\_\_\_

Were you the:  Owner  Renter How long at previous address? \_\_\_\_\_ Years \_\_\_\_\_ Months \_\_\_\_\_

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

Rental Provider / Agent \_\_\_\_\_ Phone \_\_\_\_\_ Rent \$ \_\_\_\_\_

## Utility Connections



**YourPorter is a free service connecting utilities and other services.**

If LeonDean approves this application, YourPorter will connect your water for the purpose of usage charges at your new property on behalf of 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.

- Electricity  Gas  Water  Telephone  Pay TV  Internet
- Car Insurance  Life Insurance  Health Insurance  Home & Contents  Home Loans

### DECLARATION OF 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 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/](http://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.

Signature \_\_\_\_\_ Date \_\_\_\_ / \_\_\_\_ / \_\_\_\_

## Employment History

Current Occupation \_\_\_\_\_ Nature of Employment:  Full Time  Part Time  Casual  
Employer's Trading Name \_\_\_\_\_ Contact Name \_\_\_\_\_ Phone \_\_\_\_\_  
Contact Email \_\_\_\_\_  
Employer's Address \_\_\_\_\_ Suburb \_\_\_\_\_ P/Code \_\_\_\_\_  
Length of Employment \_\_\_\_\_ Years \_\_\_\_\_ Months Net Income: Weekly \$ \_\_\_\_\_ Monthly \$ \_\_\_\_\_

### If Self Employed:

Accountant's Name \_\_\_\_\_ Company Name \_\_\_\_\_ ABN \_\_\_\_\_  
Phone \_\_\_\_\_ Email \_\_\_\_\_

### Previous Employment History:

Previous Occupation \_\_\_\_\_ Nature of Employment  Full Time  Part Time  Casual  
Employer's Trading Name \_\_\_\_\_ Contact Name \_\_\_\_\_ Phone \_\_\_\_\_  
Employer's Address \_\_\_\_\_ Suburb \_\_\_\_\_ P/Code \_\_\_\_\_  
Length of Employment \_\_\_\_\_ Years \_\_\_\_\_ Months Net Income: Weekly \$ \_\_\_\_\_ Monthly \$ \_\_\_\_\_

**If you are a Student:** Institution \_\_\_\_\_ Department \_\_\_\_\_ Student ID \_\_\_\_\_

**If you receive a Centrelink Payment:** Type \_\_\_\_\_ Customer No \_\_\_\_\_ Amount Per Fortnight \$ \_\_\_\_\_

## Emergency Contact

Name \_\_\_\_\_ Address \_\_\_\_\_  
Suburb \_\_\_\_\_ Home Phone \_\_\_\_\_ Mobile \_\_\_\_\_ Relationship to you \_\_\_\_\_

## Referees

1. Name _____	2. Name _____
Relationship to you _____	Relationship to you _____
Address _____	Address _____
Home Phone _____ Mobile _____	Home Phone _____ Mobile _____

## Rental Collection Statement (Privacy Act 1988: APP Privacy Policy)

The information on this form is being collected by "LeonDean Real Estate" ("we"/"us"). It is a condition of application for any rental agreement for any property managed by us, or in conjunction with other agents that you consent to us collecting and using your personal information. We require this information so we can consider your application to become a preferred renter and/or rent a property. If you provide us with the personal information of other parties (such as a joint renter, emergency contact or of your referees), you must make them aware of the matters contained in this collection statement and let them know that their personal information had been provided to us.

We may provide this information and any or all information provided to us by any party to third parties including rental providers, rental providers' agents and solicitors and various government or statutory authorities in the interests of openness and transparency between all parties concerned. We may also contact personal and credit referees you nominate and exchange personal information according to normal commercial practice. You authorise us to conduct a renter check with National Tenancy Database ("ntd"). Your information may be listed with ntd and might be made available to other users or the ntd in the future. You may contact ntd directly on 1300 563 826 to verify the accuracy of the information on ntd and request any amendments.

Your personal information will be added to our database and may be used for the secondary purposes of providing you with further information about properties and services marketed by us, and for marketing, planning, product development, research and other commercial purposes. LeonDean Real Estate Group Pty Ltd and other LeonDean offices will have access to this database and your information.

Your personal information may be disclosed by us to third parties who provide services to us.

From time to time we may also share personal information with partner businesses offering complementary products or services that we believe may be of interest to you.

If you do not wish to receive marketing material or information about such complementary products or services please tick the box below.

I do not wish to receive offers from partner businesses.

Your personal information will otherwise be collected, held and disclosed in accordance with LeonDean Real Estate Pty Ltd privacy policy, which is available at [http://www.leonean.com.au/privacy\\_statement.html](http://www.leonean.com.au/privacy_statement.html) and which sets out how to access or correct your personal information and how to complain about the treatment of your personal information as held by us.

### Request for Employment Information

Request for employment information including employer details, terms of employment and payslips are used by the agent / rental provider to assess the renter's capability to make and maintain the rental payments during a rental agreement. The agent / rental provider will primarily use the information from your payslip to make the assessment and only make contact with the employer if the payslips are not submitted with the application or there is insufficient information in the payslips to make an assessment.

### Declaration

If the 'property details' section is complete, I/we hereby offer to rent the property from the rental provider under a rental agreement to be prepared by the Agent. I acknowledge that I/we will be required to pay rental in advance and a security deposit and that this application is subject to the approval of the rental provider. I declare that I have inspected the premises and should my application be accepted by the rental provider, I/we agree to enter into a Residential Rental Agreement pursuant to the Residential Tenancies Act 1997.

I/we declare that all information contained in this is true and correct and given of my own free will and I am not bankrupt.

I/we are aware that LeonDean 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.

\_\_\_\_\_/\_\_\_\_\_/\_\_\_\_\_  
Signature/s Date