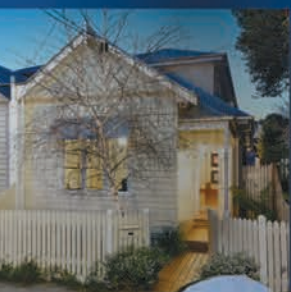




ypa
your property agent



Tenancy Application Form

ypa.com.au



Please Note: Your application will not be processed until all relevant fields have been completed, along with having supplied copies of the below documentation.

PLEASE PROVIDE 100 POINTS OF I.D FOR ALL APPLICANTS:

		Applicant 1	Applicant 2
Drivers Licence	50	<input type="radio"/>	<input type="radio"/>
Passport	50	<input type="radio"/>	<input type="radio"/>
Copy of Credit Card/Debit Card	30	<input type="radio"/>	<input type="radio"/>
Copy of Mobile Phone Account	20	<input type="radio"/>	<input type="radio"/>
Copy of Gas/Water/Electricity Account	20	<input type="radio"/>	<input type="radio"/>
Copy of Medicare Card	20	<input type="radio"/>	<input type="radio"/>
Copy of Concession/Pension Card	10	<input type="radio"/>	<input type="radio"/>
TOTAL:		_____	_____

IN ADDITION TO THE ABOVE...

THE FOLLOWING DOCUMENTS ARE ESSENTIAL:

	Applicant 1	Applicant 2
Current proof of bank balance	<input type="radio"/>	<input type="radio"/>
X2 recent payslips (if employed)	<input type="radio"/>	<input type="radio"/>
Centrelink income statement (if applicable)	<input type="radio"/>	<input type="radio"/>

Please drop your application off at 1 Werribee Street South, Werribee

Alternatively, you can scan/email your application to our reception via werribee@ypa.com.au

(Please ensure the required documentation is attached to email upon submitting)

Please allow 2-4 business days for an outcome

1Form Inspection Code:

YPAwerribee



RENTAL TENANCY APPLICATION FORM

Please fill out this application in full and return to the YPA office you have been dealing with and include your 100 points of identification.

Web: www.ypa.com.au

Proposed Property: _____ Post Code: _____
Proposed Property: _____ Post Code: _____
Rent Per Week: \$ _____ Rent Per Calendar Month: \$ _____ Bond Amount: \$ _____
Length of Tenancy: _____ Years _____ Months Tenancy to Commence: ____/____/____
How many tenants will occupy the property?: Adults _____ Children _____ Ages _____

FIRST APPLICANT

Salutation ____ (Mr, Mrs, Ms) First Name: _____
Family/Last Name: _____
Date of Birth : ____/____/____ Drivers Lic No: _____
Expiry Date: ____/____/____ License State: _____
Vehicle Registration: _____ State: _____
Passport No : _____ Passport country: _____
Pension No: (if applicable) _____ Type: _____
Work Ph: _____ Mob Ph: _____
Home Ph: _____
E-Mail: _____

SECOND APPLICANT AND/OR PARTNER

Salutation ____ (Mr, Mrs, Ms) First Name: _____
Family/Last Name: _____
Date of Birth : ____/____/____ Drivers Lic No: _____
Expiry Date: ____/____/____ License State: _____
Vehicle Registration: _____ State: _____
Passport No: _____ Passport country: _____
Pension No: (if applicable) _____ Type: _____
Work Ph: _____ Mob Ph: _____
Home Ph: _____
E-Mail: _____

Your Current Accommodation History

Current Address: _____
_____ Post Code: _____
Were you the: ☐ Owner ☐ Renter ☐ Other
How long at Current Address?: _____ Years _____ Months
Reason for Leaving: _____
Rent: \$ _____ per week
Landlord/Agent?: _____ Ph: _____
Bond Refunded: _____ If not why? _____

Your Current Accommodation History

Current Address: _____
_____ Post Code: _____
Were you the: ☐ Owner ☐ Renter ☐ Other
How long at Current Address?: _____ Years _____ Months
Reason for Leaving: _____
Rent: \$ _____ per week
Landlord/Agent?: _____ Ph: _____
Bond Refunded: _____ If not why? _____

Your Previous Accommodation History

Previous Address: _____
_____ Post Code: _____
Were you the: ☐ Owner ☐ Renter ☐ Other
Length at previous Address?: _____ Years _____ Months
Reason for Leaving: _____
Rent: \$ _____ per week
Landlord/Agent: _____ Ph: _____
Bond Refunded: _____ If not why? _____

Your Previous Accommodation History

Previous Address: _____
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Bond Refunded: _____ If not why? _____

FREE UTILITY CONNECTIONS - This is a Free Service that quickly connects your utilities



Our FREE connection service takes the stress out of organising the connections of all your services such as electricity, gas and water whilst finding valuable savings through our strong relationships with our suppliers.

- | | |
|--------------------------------------|---|
| <input type="checkbox"/> Electricity | <input type="checkbox"/> Pay TV |
| <input type="checkbox"/> Gas | <input type="checkbox"/> Internet |
| <input type="checkbox"/> Water | <input type="checkbox"/> Home Insurance |
| <input type="checkbox"/> Telephone | <input type="checkbox"/> Cleaning |
| | <input type="checkbox"/> Removalists |

☐ Yes I would like Compare & Connect to contact me about the connection of my utilities.

Once **Compare & Connect** has received your application we will make all reasonable efforts to contact you within 24 hours of the nearest business day to identify how we can help.

1. That you accept the Compare & Connect Terms and Conditions that may be accessed at www.compareconnect.com.au/terms-and-conditions
 2. You authorise and invite Compare & Connect to contact you by telephone, email, text message, MMS or any other form of communication in order to provide the services requested by you even if your details are registered on the Do Not Call Register.
 3. That Compare & Connect may share your details with their suppliers and service providers in order to facilitate the connection and/or disconnection of the requested services.
 4. That Compare & Connect may receive a fee from the suppliers and service providers, part of which may be paid to a Compare & Connect referral partner, and you are not entitled to any part of any such fee.
 5. That Compare & Connect does not accept any liability on behalf of the suppliers and providers.
- You further authorise Compare & Connect to:**
6. Obtain the National Metering Identifier and/or Meter Installation Reference Number of the properties that you are vacating and/or relocating to.
 7. Contact you with future promotions and offers.

By signing this application form you warrant that you are authorised to make this application and provide the invitation, consents, acknowledgments, authorisations and undertakings set out in this application form on behalf of all of the applicants

Current Employment History - Applicant 1

Occupation: _____
Nature of your Employment: **FULL TIME / PART TIME/ CASUAL** (circle)
Current Employer’s Name: _____
Employer’s Address: _____
Contact Name: _____ Phone: _____
Employment: ____ Yrs ____ Mths Income: \$ _____ Net weekly

Current Employment History - Applicant 2

Occupation: _____
Nature of your Employment: **FULL TIME / PART TIME/ CASUAL** (circle)
Current Employer’s Name: _____
Employer’s Address: _____
Contact Name: _____ Phone: _____
Employment: ____ Yrs ____ Mths Income: \$ _____ Net weekly

Previous Employment History

Previous Employer: _____
Occupation: _____
Address: _____
Previous Employer’s Ph: _____ Time Employed: _____

Previous Employment History

Previous Employer: _____
Occupation: _____
Address: _____
Previous Employer’s Ph: _____ Time Employed: _____

If Self Employed

Accountant Name: _____ Ph: _____
Company Name: _____ ABN: _____

If Self Employed

Accountant Name: _____ Ph: _____
Company Name: _____ ABN: _____

If You Receive a Centrelink Payment

Type: _____ Cust No: _____
Amount \$: _____ Per Fortnight

If You Receive a Centrelink Payment

Type: _____ Cust No: _____
Amount \$: _____ Per Fortnight

If you are a Student

Institution: _____ Dept: _____
Union No: _____ Student ID: _____
Income Source: _____ Income: \$ _____ Net PW

If you are a Student

Institution: _____ Dept: _____
Union No: _____ Student ID: _____
Income Source: _____ Income: \$ _____ Net PW

Emergency Contact - (not living with you)

Name: _____
Address: _____
Home Phone: _____ Mob Phone: _____
Relationship to you: _____

Emergency Contact - (not living with you)

Name: _____
Address: _____
Home Phone: _____ Mob Phone: _____
Relationship to you: _____

References - Applicant 1

1) Name: _____
Address: _____
Phone: _____ Mobile : _____
2) Name: _____
Address: _____
Home Phone: _____ Mobile Phone: _____
Ref 1: Relative/Work/ Friend Ref 2: Relative/Work/ Friend (circle)

References - Applicant 2

1) Name: _____
Address: _____
Phone: _____ Mobile: _____
2) Name: _____
Address: _____
Home Phone: _____ Mobile Phone: _____
Ref 1: Relative/Work/ Friend Ref 2: Relative/Work/ Friend (circle)

Pets

Pets: Yes/No (circle) Types: _____ Registered? Y/N (circle) Ages: _____
Breed/s: _____ Inside / Outside (please circle)

DECLARATION & AUTHORITY

I hereby offer to rent the property from the owner under 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 Landlord/ Owner. 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 and am not bankrupt.

I also authorize 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.

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 agents/landlords 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 the I may access personal information on the contact details above.

Applicant Signature: _____ Dated: ____/____/____

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 a 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.ntb.net.au to amend or dispute the record.
- (h) Transfer water account details into my name.
- (i) Connect utilities through Compare & Connect

Applicant/Partner: _____ Dated: ____/____/____

FORM 3

Residential Tenancies Act 1997 (Section 19C) (Regulation 14)

STATEMENT OF INFORMATION FOR RENTAL APPLICATIONS

1). Discrimination is treating, or proposing to treat, someone unfavourably because of a person 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 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 | • Physical features |
| • Disability (including physical, sensory, intellectual disability and mental illness) | • Political belief or activity |
| • Employment activity | • Pregnancy or breastfeeding |
| • Expunged homosexual conviction | • Race |
| • Gender identity | • Religious belief or activity |
| • Industrial Activity (including union activity) | • Lawful sexual activity or sexual orientation |
| • Marital status | • Sex or intersex status |
| • Parental status or status as a carer | • 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 assistant dog.

7). Scenarios and examples of unlawful discrimination when occupying or leaving a rental 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 make you 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 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.gov.vic.au/ or by calling 1300 018 228.

9). If you would like advice about unlawful discrimination in relation to an application to or an existing agreement you may call Victoria Legal Aid on 1300 792 387.

10). If you feel like 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/ or by calling 1300 292 153.