

## Renters Application

Applications must be completed for each adult intending to reside in the property. Identification documentation for each applicant must be photocopied and attached to the application.

Once completed, provide your local Hodges office with the completed application form. If you require assistance with this process or should you have any questions, please do not hesitate to contact your local Hodges office.

[hodges.com.au](http://hodges.com.au)

## Helpful hints when applying for rental properties through Hodges:

- Supply supporting documentation such as:
  - Reference letters – from residential rental providers /agents or employers
  - Pay advice or bank statements – proof of employment, previous pay slips and bank statements
  - Rental history – organise a payment summary from your previous residential rental provider or agent
- You often need to stand out in a competitive market, so a cover letter that includes why you would be a great renter is often very helpful.
- Be prepared to pay the bond and first month's rent in advance. The Bond will be held in trust and must be made payable to the Residential Tenancies Bond Authority.

### Proposed property

Address  Postcode

Rent per week \$  Bond amount \$

How many renters will occupy the property?  Adults

Do you have pets?  no  Yes, I have  , Breed of pet  age  years

Length of tenancy  years  months, to commence on  /  /

### Applicant 1

Given name(s)

Surname

Phone number

Mobile number

Email

Date of birth  /  /

Drivers licence

Expiry date  /  /  State

Vehicle Registration  State

Passport number

Country issued

Pension number

Type of pension

Do you own a property? Yes  No

Property address

If yes please provide council rates notice

### Applicant 2

Given name(s)

Surname

Phone number

Mobile number

Email

Date of birth  /  /

Drivers licence

Expiry date  /  /  State

Vehicle Registration  State

Passport number

Country issued

Pension number

Type of pension

Do you own a property? Yes  No

Property address

If yes please provide council rates notice

### Professional References Applicant 1

1

Name

Address

Phone number

Relationship to you

2

Name

Address

Phone number

Relationship to you

### Applicant 2

Name

Address

Phone number

Relationship to you

Name

Address

Phone number

Relationship to you

### Current Accommodation

### Applicant 1

### Applicant 2

What is your current address?

Are you the owner or renter of this address?

 owner  renter owner  renter

How long have you lived at the current address?

 years  months years  months

What is your reason for leaving?

Residential Rental Provider / agent's name,  
phone number & email

Rent per week

 \$ \$

### Previous Accommodation

### Applicant 1

### Applicant 2

What was your previous address?

Were you the owner or renter of this address?

 owner  renter owner  renter

How long did you live at the previous address?

 years  months years  months

What was your reason for leaving?

Residential Rental Provider / agent's name,  
phone number & email

Rent per week

 \$ \$

### Current Employment

### Applicant 1

### Applicant 2

What is your current occupation?

What is the nature of your employment?

 F/T  P/T  casual F/T  P/T  casual

Current employer's name

Current employer's address

Current employer's phone number

Current employer's email address

Net income

 \$ \$

Weekly income

 \$ \$

Are you self employed?

 yes  no yes  no

If you answered yes, who is your accountant?

Accountant's phone / email address

Do you receive a Centrelink payment?

 yes  no yes  no

If you answered yes, what type?

Your customer number

Fortnightly amount

 \$ \$

### Previous Employment

### Applicant 1

### Applicant 2

Who was your previous employer?

What was your occupation?

Previous employer's address

Previous employer's phone number/email

## Emergency Contact

## Applicant 1

## Applicant 2

Name	<input type="text"/>	<input type="text"/>
Address	<input type="text"/>	<input type="text"/>
Phone Number	<input type="text"/>	<input type="text"/>
Relationship to you	<input type="text"/>	<input type="text"/>

## Free Utility Connections

# YourPorter

Telephone: 1300 400 600 | Fax: 1300 326 468 | [www.yourporter.com.au](http://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 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.

Electricity  Gas  Telephone  Internet  Water  Pay TV  Car Home & Content  Health  Life  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 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.

Applicant 1	date	<input type="text"/>	/	<input type="text"/>	/	<input type="text"/>
Signed	<input type="text"/>					
Applicant 2	date	<input type="text"/>	/	<input type="text"/>	/	<input type="text"/>
Signed	<input type="text"/>					

## Documentation

Please provide 100 points of identification for each applicant and attach to this application.

### Applicant 1

- |                          |                                    |            |
|--------------------------|------------------------------------|------------|
| <input type="checkbox"/> | Current driver's licence           | +40 points |
| <input type="checkbox"/> | Current passport                   | +40 points |
| <input type="checkbox"/> | Birth certificate                  | +40 points |
| <input type="checkbox"/> | Previous 3 rental payment receipts | +30 points |
| <input type="checkbox"/> | Written agent references           | +20 points |
| <input type="checkbox"/> | Employment confirmation            | +20 points |
| <input type="checkbox"/> | Centrelink payment receipt         | +20 points |
| <input type="checkbox"/> | Medicare or credit card            | +10 points |
| <input type="checkbox"/> | Vehicle registration papers        | +10 points |
| <input type="checkbox"/> | Utility or phone bill              | +10 points |

### Applicant 2

- |                          |                                    |            |
|--------------------------|------------------------------------|------------|
| <input type="checkbox"/> | Current driver's licence           | +40 points |
| <input type="checkbox"/> | Current passport                   | +40 points |
| <input type="checkbox"/> | Birth certificate                  | +40 points |
| <input type="checkbox"/> | Previous 3 rental payment receipts | +30 points |
| <input type="checkbox"/> | Written agent references           | +20 points |
| <input type="checkbox"/> | Employment confirmation            | +20 points |
| <input type="checkbox"/> | Centrelink payment receipt         | +20 points |
| <input type="checkbox"/> | Medicare or credit card            | +10 points |
| <input type="checkbox"/> | Vehicle registration papers        | +10 points |
| <input type="checkbox"/> | Utility or phone bill              | +10 points |

## The Privacy Statement & Authority

I/We hereby offer to rent the property from the residential rental provider under lease to be prepared by the Agent. Should this application be accepted by the residential rental provider, I/We agree to enter into a Rental Agreement pursuant to the Residential Tenancies Act 1997. I/We acknowledge that this application is subject to the approval of the Residential Rental Provider.

I/We declare that all information contained in this application is true and correct and given of my own free will. I/We declare that I have inspected the premises and am not bankrupt.

- I/We also authorize the Agent to obtain personal information from:
- The residential rental provider or the Agent of my current or previous residence.
  - My personal referees and employer/s.
  - Any record listing or database of defaults by tenants.
  - My accountant or Payroll Officer.

I/We declare that I/we accept the premises as inspected and am not bankrupt. I/We am/are aware that the Agent will use and disclose my/our personal information in accordance with the Privacy Act in order to:

- Communicate with the owner and select a renter.
- Prepare rental agreement documents.
- Allow tradespeople or equivalent organisations to contact me.
- Lodge/claim/transfer to/from a Bond Authority.
- Refer to Tribunals/Courts & Statutory Authorities where applicable.
- Refer to collection agents/lawyers where applicable.
- Complete a credit check with NTD (VEDA National Tenancy Database). You will be notified in writing within seven (7) business days should there be any findings recorded. You may request copies of your records from NTD on 1300 563 826 or [www.ntd.net.au](http://www.ntd.net.au) to amend or dispute the record.
- Connect utilities through YourPorter.

I/We declare that all information contained in this application (including the front page) is true and correct and given of our/my own free will.

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 tenants to relevant water boards for water usage.

If I/we default under a rental agreement, I/we agree that the Agent may disclose details of any such default to the tenancy default database, and to agents/landlords of properties I/we may apply for in the future. I/We am/are aware that if the information is not provided or I/we do not consent to the uses to which personal information is put, the Agent cannot provide me/us with the lease/tenancy of the premises. I/We am/ are aware that I/we may access personal information on the contact details above. This application form will be disposed, in the event the application is unsuccessful.

I/We acknowledge that I/We have received the Statement of Information for Rental Applicants.

Applicant 1	date	<input type="text"/>	/	<input type="text"/>	/	<input type="text"/>
Signed	<input type="text"/>					
Applicant 2	date	<input type="text"/>	/	<input type="text"/>	/	<input type="text"/>
Signed	<input type="text"/>					

### RTA - S29C Residential rental agreement application forms must include prescribed information

A residential rental provider or that person's agent must not provide a person with an application form to apply to enter into a residential rental agreement unless the application form includes a statement that contains the prescribed information.

FORM 3  
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 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.