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## Rental Application Form

**ALL APPLICANTS OVER 18 NEED TO COMPLETE A SEPARATE FORM**  
APPLICATIONS MUST BE SUBMITTED BEFORE INSPECTION OF PROPERTY

Property Address \_\_\_\_\_

Rent p.w. \$ \_\_\_\_\_

Bond \$ \_\_\_\_\_

DOH BOND Y ☐ N ☐

Preferred Start Date \_\_\_\_\_ Preferred Lease Term \_\_\_\_\_

### PERSONAL DETAILS

Given Names

Surname

D.O.B

Mobile

Email

Drivers Licence No.

State of Issue

### OTHER OCCUPANTS

Name Age

Name Age

Name Age

Name Age

Name Age

### PETS

Breed Age

Breed Age

Breed Age

### EMERGENCY CONTACT

Name

Relationship

Phone

Email

This information is only used in case of emergency relating to the property or the tenant.

### RESIDENTIAL HISTORY

**Current** Address

Suburb

Postcode

Length at current address

Years

Months

Landlord/Agent

Landlord/Agent  
Phone No

Landlord/Agent  
Email

Rent Paid Per Week \$

Reason for leaving

**Previous** Address

Suburb

Postcode

Length at current address  
Years Months

Landlord/Agent

Landlord/Agent  
Phone No

Landlord/Agent  
Email

Rent Paid Per Week \$

Reason for leaving

## EMPLOYMENT DETAILS – Current

Occupation
Are you employed
Full Time <input type="checkbox"/> Part-time <input type="checkbox"/> Casual <input type="checkbox"/> Self Employed <input type="checkbox"/>
Employers Name
Current Role
Employment Dates
Current Reference
Reference Phone No.
Reference Email
Net Income Per Week \$

## EMPLOYMENT DETAILS – Previous

Occupation
Were you employed
Full Time <input type="checkbox"/> Part-time <input type="checkbox"/> Casual <input type="checkbox"/> Self Employed <input type="checkbox"/>
Employers Name
Current Role
Employment Dates
Current Reference
Reference Phone No.
Reference Email
Net Income Per Week \$

**CENTRELINK BENEFITS** Yes ☐ No ☐

Type
\$ per week
I would like to make rent payments via centrepay

## FREE MOVING HOME / UTILITIES SERVICE



LJ Hooker Assist makes moving easier for you by sorting your home moving needs quickly and easily in one simple phone call. We work with a range of quality service providers, so you can choose what's best for you.

Plus, our home moving service is free – it's our way of ensuring your move is as seamless as possible. Electricity, Gas, Phone,... And much more!

☐ I would like to opt out of this service

**PRIVACY CONSENT AND TERMS:** Unless I have opted out below, I/we consent and agree to the following: Connect Now Pty Ltd (ABN 79 097 398 662) ("connectnow") will collect, use and disclose your personal information to contact you (including electronically) about providing moving, connection and disconnection services and to inform you about products and services offered by its related companies and third party suppliers. These other companies may also use your details to contact you directly about their products and services. See connectnow's Privacy Policy for further details, including your rights to access and correct the information held about you at connectnow.com.au. Third party service providers (who may transfer your data overseas) may have their own Privacy Policy, which you can request from them. You consent to connectnow continuing to market to you unless you opt out, including by emailing assist@ljhooker.com.au. To the extent permitted by law and except where expressly guaranteed, connectnow is not responsible or liable for delayed or failed connections or the service providers' connection charges, which you must pay to them directly. Connectnow may be paid a fee by service providers and may pay a fee to real estate agents relating to services provided to you. If you nominate an alternative contact person on this application, you authorise them to act on your behalf to arrange moving, connection and disconnection services, including accepting third party terms. You warrant that you are authorised to make this application on behalf of all applicants and alternative contact persons listed and that each person has consented and agreed to the handling of their personal information on the same terms as you have.

P:1300 875 974 E: assist@ljhooker.com  
W: assist.ljhooker.com.au F: 1300 889 598



## SUPPORTING IDENTIFICATION & DOCUMENTS

All applicants will be required to provide 100 points of identification as detailed below.

**\* International applicants must also provide a copy of their visa together with their passport**

**You will need to supply one of the following:**

☐ Drivers Licence OR Passport 50 points

☐ Proof of Age Card 50 points

**You will need to supply one of the following:**

☐ Recent payslip 30 points

☐ Proof of bank balance 30 points

☐ Centrelink income statement 30 points

**You will need to supply one of the following:**

☐ Medicare Card and/or Concession/Pension Card 20 points

## CONFIRMATION APPROVAL

- ☐ I confirm this application is accepted subject to the availability of the property on the due date and no action shall be taken by me against the owner and/or the agent should any circumstances arise whereby the property is not available for occupation on the due date.
- ☐ I confirm that I am accepting the property in a 'as is' condition and understands and accepts that the landlord is not obliged to make any improvements to the property.
- ☐ I confirm that I have or someone on my behalf has inspected the property on \_\_\_\_ / \_\_\_\_ / \_\_\_\_
- ☐ I confirm that I have attached all of the required information for my application to be processed.
- ☐ I confirm that I have read and understood all the terms, conditions and declarations within this application and that all information provided is true and correct.
- ☐ I confirm that to my knowledge there are no circumstances in the past or future that will affect my ability to care for or meet the rental amount requirements of the property.
- ☐ I acknowledge that keys to the property will not be handed over until the tenancy agreement has been signed by all applicants, initial rent and security deposit/bond received.
- ☐ I consent to Electronic Service of Notices & other documents in accordance with requirements of Electronic Transactions (Victoria) Act 2000 to the provided email address.

## PROCESSING OF APPLICATIONS

Please keep in mind that the processing of applications involves checking numerous references. It is in your best interest to provide business hours contact details for all references. When we have completed checking your references the application will then be discussed with the Landlord. The Landlord may take time to deliberate the decision. We will contact you to advise the outcome of your application. Your application is regarded as a confidential document. If your application has been unsuccessful it will be destroyed after 3 months. Please advise our office if you wish to be considered for alternative properties.

## DECLARATION/AUTHORITY

If the 'property details' section is completed, I hereby offer to rent the property from the owner under a Residential Tenancy Agreement to be prepared by the Agent. I acknowledge that I will be required to pay rental in advance and a security deposit/bond and that this application is subject to the approval of the owner/landlord. 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 declare that I have inspected the premises and am not bankrupt. I authorise 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 such as NTD OR TICA for the purpose of checking your rental history;

I am aware that I may access my personal information by contacting:

**NTD: 1300 563 826 TICA: 1902 220 346**

If I default under a rental agreement, I agree that the Agent may disclose details of any such default to a tenancy default database, and to agents/landlords of properties I may apply for in the future.

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 organizations 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)

I am aware that if 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.

Applicant  
Signature

Print  
Name

Date

## STATEMENT OF INFORMATION FOR RENTAL APPLICANTS

1. Discrimination is treating, or proposing to treat, someone unfavorably 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 unfavorably 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 favorable 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/](https://www.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/](https://humanrightscommission.vic.gov.au/) or by calling 1300 292 153.