

## Tenant Application Information

**Tenant to Retain**

**PLEASE ENSURE THAT ALL ID IS PHOTOCOPIED PRIOR TO SUBMITTING YOUR APPLICATION**

**Applications will not be processed unless ALL information is supplied & photocopied and the NTD privacy disclaimer is signed. Each applicant must complete a separate application.**

### PROPERTY MANAGEMENT DEPARTMENT HOURS

Our office is open Monday to Friday 9.00am - 5:15pm and Saturday 9:00am - 12:00pm only.

### PAYMENT OF RENT

Rental payments can be made via EFTPOS directly to the Pennisi Property Management account, which will be shared with you once approved for the property. Alternatively, you can pay rent via direct debit with approval, and your rent will come out of your nominated account on the same date each month. Cash, cheque and any other form of payment will not be accepted for rent payments.

### PHOTO IDENTIFICATION

When returning your application, you **must** submit a form of photo identification.

### REQUIRED SUPPORTING DOCUMENTS

You will be required to submit supporting documents with your application. Your application will not be processed if all documents are not given. Our office will require you to submit a minimum of 100 points for your application to be considered.

**100 point check - You MUST provide a Form of Photo I.D either Driver's License or Passport must be given**  
Should you be unable to meet the 100 point check criteria, please speak with the property manager.

- |   |   |   |  |
|---|---|---|--|
| <input type="checkbox"/> <b>50 points</b> | Photo Identification<br>(Passport, Drivers License, 18+ Card)   | <input type="checkbox"/> <b>20 points</b> | Current Motor Vehicle Rego Papers                                  |
| <input type="checkbox"/> <b>40 points</b> | Bond Refund History<br>(Refer to Bond Board)                    | <input type="checkbox"/> <b>10 points</b> | Proof of current address<br>(copy of Phone or Electricity Account) |
| <input type="checkbox"/> <b>40 points</b> | Proof of regular payments<br>(Tenant Ledger, Mortgage Payments) | <input type="checkbox"/> <b>10 points</b> | Other Identification<br>(Medicare Card, Bank Card etc)             |
| <input type="checkbox"/> <b>20 points</b> | Birth Certificate   | <input type="checkbox"/> <b>10 points</b> | Written references<br>(Personal, Employment etc)                   |
| <input type="checkbox"/> <b>20 points</b> | Min. 2 references<br>from previous Agent/Landlord               |   |  |

### PROCESSING AN APPLICATION

The application process usually takes between 2-5 business days. This is dependent on your reference response time.

### SECURING THE PROPERTY - PAYMENT OF SECURITY DEPOSIT

Once the application has been approved you will be required to pay a security deposit equivalent to one months rent to secure the property. This must be paid by direct debit into the Pennisi account.

### PAYMENT OF FIRST MONTHS RENT

Prior to taking possession of the property, we require one month's rent to be paid by direct debit into the Pennisi account. Money must clear before keys can be collected.

# Application for Residential Tenancy

# FORM 1 – CL8

The 4 pages of this application **MUST BE COMPLETED** in full & **SIGNED** or your application **WILL NOT** be processed.

Rental Property

Rent \$ \_\_\_\_\_ + Bond \$ \_\_\_\_\_

### OFFICE USE ONLY

Date received: \_\_\_\_ / \_\_\_\_ / \_\_\_\_ Time \_\_\_\_ am/pm

Commencement Date: \_\_\_\_ / \_\_\_\_ / \_\_\_\_

Application signed & all details complete

Photocopy Tenants ID  100 point check

## Applicants Details

Full Name  Dr / Mr / Mrs / Miss / Ms

Are you known by another name  D.O.B

Contact No. Home  Work  Mobile

Email Address  Fax No

Number of dependants  Total occupants  Age of dependants

Car Registration  Drivers Licence No.  Licensed State

Passport No.  18+ Card No.  Other ID

No. of cars to be kept at property  Are all cars registered  Yes  No

Will a  boat  trailer  van  motorbike be kept at the property  Yes  No

Pets (Check with agent)  Yes  No Number  Type & Breed

Are the pets registered with the council  Yes  No Are you a smoker  Yes  No

\* Full name of all persons other than applicant wishing to occupy the premises (if applicable)

## Current Address Details

Address   Rented \$  per week  Owned

Name & Address of Real Estate Agent or Landlord

Phone  Period of occupancy  to

Reason for leaving

Do you expect the bond to be refunded in full  Yes  No If no, why

## Previous Address Details

Address   Rented \$  per week  Owned

Name & Address of Real Estate Agent or Landlord

Phone  Period of occupancy  to

Reason for leaving

Do you expect the bond to be refunded in full  Yes  No If no, why

**Personal or Business References - Does not include relatives (This must be completed in full)**

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

**Next of Kin - Not living with you. Must be living and contactable within Australia.**

Name	<input type="text"/>	Relationship	<input type="text"/>		
Address	<input type="text"/>	Home Ph	<input type="text"/>	Mobile	<input type="text"/>

**Current Employer & Income Details - All income is NET or take home "per week"**

Occupation	<input type="text"/>	Period of employment	<input type="text"/>
Company Name	<input type="text"/>	Address	<input type="text"/>
Contact Person	<input type="text"/>	Phone	<input type="text"/>
<input type="checkbox"/> Full-time	<input type="checkbox"/> Part-time	<input type="checkbox"/> Casual ( <input type="text"/> hours per week)	Weekly wage (net) \$ <input type="text"/>

**Previous Employer & Income Details - All income is NET or take home "per week"**

Occupation	<input type="text"/>	Period of employment	<input type="text"/>
Company Name	<input type="text"/>	Address	<input type="text"/>
Contact Person	<input type="text"/>	Phone	<input type="text"/>
<input type="checkbox"/> Full-time	<input type="checkbox"/> Part-time	<input type="checkbox"/> Casual ( <input type="text"/> hours per week)	Weekly wage (net) \$ <input type="text"/>

**Other Income Details - All income is NET or take home "per week"**

<input type="checkbox"/> Student	Name of College, TAFE, UNI	<input type="text"/>	Austudy \$	<input type="text"/>
Student Identification No.	<input type="text"/>	Overseas Student	<input type="checkbox"/> Yes <input type="checkbox"/> No	Visa Expiry Date <input type="text"/>
<input type="checkbox"/> Pensioner	Type	<input type="text"/>	Allowance \$	<input type="text"/>
<input type="checkbox"/> Unemployment benefit			Allowance \$	<input type="text"/>
<input type="checkbox"/> Self Employed	Name of Business	<input type="text"/>	Wage \$	<input type="text"/>
Address	<input type="text"/>	Phone	<input type="text"/>	How long established <input type="text"/>
ACN No.	<input type="text"/>	ABN No.	<input type="text"/>	Accountant Name & Phone <input type="text"/>
<input type="checkbox"/> Other type of Income (ie. Savings or Investments)			Other Income \$	<input type="text"/>

Have you ever been evicted or are you in debt to another Landlord or Agent?  Yes  No  
If yes, give details \_\_\_\_\_

# Tenant Database Checks



Our agency utilises National Tenancy Database (NTD) for tenant screening purposes. When processing your application form, our agency will conduct the necessary tenant checks with this company. In accordance with current legislation requirements if a breach or default occurs with your tenancy, the details of such breach or default may be listed on this database for other agents to access when you apply for future properties.

If you have any questions relating to this service or your personal information that may be held you can contact the company with all enquires to 1300 526 836 or [www.ntd.net.au](http://www.ntd.net.au)

## Terms and Conditions Authority and Privacy Disclaimer

Applicant's Name/s:

Rental Property:

### GENERAL TERMS AND CONDITIONS

I/we, (the applicant/s), do solemnly and sincerely declare that the information provided is true and correct and has been supplied of my own free will.

I/we, agree that we have inspected the above listed rental property and wish to take a tenancy of such premises for a period of \_\_\_\_\_ months/years from \_\_\_\_/\_\_\_\_/\_\_\_\_ at a rental of \$\_\_\_\_\_ per week. The rent to be paid is within my means and I agree to pay a bond of \$\_\_\_\_\_.

I/we agree that once the application has been approved I agree to pay one month's rent to secure the property. In this instance that being \$\_\_\_\_\_. I agree that the property will be advertised and marketed until the requested rent has been paid and the Tenancy Agreement has been signed by all parties.

I/we, agree that in the event that the application is successful, acceptance is communicated and the rent has been paid, but I decide not to proceed, I agree that this money will be forfeited to the lessor. Upon communication of acceptance of this application by the agent, I agree that I will enter into a written Tenancy Agreement in accordance with legislation requirements.

I/we, agree that I will not be entitled to occupation of the premises until:

- (i) vacant possession is provided by the current occupant/s of the premises
- (ii) the tenancy agreement is signed by the applicant/s; and
- (iii) the payment of all monies due are paid by the applicant/s in cleared funds prior to occupation of the premises

I/we, the applicant, **accept** that if the application is rejected, the agent is not legally obliged to give a reason. If the application is declined, your details will be held on file for one month. Following this period all details held will be disposed of.

I/we, agree that acceptance of this application may be subject to a satisfactory report as to the applicant's creditworthiness.

Initial: \_\_\_\_\_

**PRIVACY TERMS AND CONDITIONS**

I/we, understand that you as the managing agent for the owner of the property and have collected this information for the specific purpose of checking identification, character, creditworthiness and determining if the applicant/s will be suitable tenant/s for the property.

I/we, understand that the agent is bound by the Privacy Act and the Australian Privacy Principles (APPs) and **authority** is hereby given to the agent to check credit references, identity checks, current and past employment details, current and previous rental references from an owner or agent, any record listing or tenant database agency, personal references, current or previous sales representatives involved in a property transaction and any other searches that may verify the information provided by me in accordance with legislation requirements.

I/we, **authorise** the agent to collect, use and disclose personal information to:

- (a) communicate with the owner (relevant to the premises) during the tenant selection process as well as any other matter arising during and at the end of tenancy
- (b) prepare agreements and tenancy documents
- (c) allow tradespeople or equivalent organisations to contact me
- (d) lodge, claim or transfer (to or from) a Bond Authority
- (e) refer to Tribunals and/or Courts & Statutory Authorities (where applicable)
- (f) refer to Collection Agents and Lawyers (where applicable)
- (g) lodge Insurance claims (where applicable)
- (h) communicate with Body Corporate or Strata Groups (relevant to the premises)
- (i) utility connection providers, where the applicant has opted for such a service
- (j) undertake any act, process or communication with any other third party as required by the agent or owner relating to the administration of the premises and use of the Agent's services.

I/we, understand that once a tenancy has been entered into our personal information (such as names, contact details and any other details contained on this application or which can be obtain from a public source) can or will be kept or stored in files or a data entry computer format.

I/we, agree that once a tenancy agreement has been entered into that should there be a failure to comply with the obligations under the agreement; the failure to comply may be disclosed to third party operators of tenant database registers and/or agent in accordance with legislation requirements.

I/we, agree that we have been provided with the Tenant Database Agency details (including the name and contact numbers) that may be accessed by our agency during the application process.

The applicant/s have the right to access personal information held by our agency and may request correction or amendment of any inaccurate, incomplete, out of date or irrelevant information.

I/we, authorise the agent to send information to our contact details to promote, market or sell rental properties, sale properties or information in general that relates to the real estate industry.

Tick here if you do not wish to receive this information.

A full copy of our Privacy Policy can be accessed at [www.pennisi.com.au](http://www.pennisi.com.au)

***[Each applicant must read and initial every page of this application as acceptance of the information provided]***

**Applicant 1 Signature:** \_\_\_\_\_ **Date:** \_\_\_\_ / \_\_\_\_ / \_\_\_\_

**Initial:** \_\_\_\_\_

# Our panel of service providers

We take the stress out of moving for your clients by sorting out their home moving needs. We partner with a range of quality service providers, so your clients can choose what works best for them.



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Internet



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LIGHT THE WAY

## Internet & Pay TV

OPTUS



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foxtel



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honey

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Removalists



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## 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.