

Residential Tenancy Application

For your application to be processed you must answer all questions (including the reverse side).

SHAPE.

A. AGENT DETAILS

Shape Property Group

Address: 1 Hobson Street, South Yarra VIC 3141

Phone: (03) 9885 6688

E: concierge@shapepropertygroup.com.au

Property Manager _____

B. PROPERTY DETAILS

1. What is the address of the property you would like to rent?

Postcode

2. Lease commencement date? 3. Lease term?

Years Months

4. Property Rental?

5. Bond?

\$

\$

6. How many people will be occupying this property?

Adults

Children

Ages: _____

C. PERSONAL DETAILS

7. Please give us your details.

Mr Ms Miss Mrs Other

Surname

Given name/s

Driver's licence number

Driver's licence expiry date

Driver's licence state

Passport number

Passport country

Pension number (if applicable)

Pension type (if applicable)

8. Please provide your contact details.

Home phone number

Mobile phone number

Work phone number

Fax number (optional)

Email address

9. What is your current address?

Postcode

D. UTILITY CONNECTIONS

connectnow.

We get things sorted.

Moving made easier

Connectnow makes moving easier for you by sorting your essential home moving needs quickly and easily in one simple phone call. Our services include electricity, gas, internet, pay TV, home phone connections and much more. Plus, our home moving service is free – it's our way of ensuring your move is as seamless as possible.

We'll attempt to contact you within 1 working day of receiving this application to provide you with our connection service. If you don't hear from us, please call 1300 554 323 to ensure your services are connected.

PRIVACY CONSENT AND TERMS. By signing this form you 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 info@connectnow.com.au. To the extent permitted by law and except where expressly guaranteed, connectnow are not responsible or liable for delayed or failed connections or the service providers' connection charges, which you must pay to them directly. Connectnow may receive commissions or fees from your selected retailer(s), and your real estate agent may also receive commissions or fees from connectnow, in each case for arranging provision of the requested services. The value of commissions or fees may vary from time to time and may differ depending on which retailer is selected. 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.

Yes, I accept the terms. Please call me to connect my new home services.

Signed:

Date: / /

E. DECLARATION OF APPLICANT

I hereby offer to rent the property from the owner under a lease to be prepared by the Agent. Should this application be accepted by the landlord I agree to enter into a Residential Tenancies Agreement pursuant to the Residential Tenancies Act 1997.

I acknowledge 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;

If I default under a rental agreement, 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 organisations/tradespeople to contact me
- (d) lodge/claim/transfer to/from the Residential Tenancies 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) Phone 1300 563 826 – Email info@ntd.net.au
- (h) transfer water account details into my name

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.

I have read, understood and agree to the Tenant Privacy Statement set out on page 2 of this application.

I am aware that the agent will disclose my personal information to Move Me In for the purposes of transferring the water account into my name. This will enable Move Me In to connect all accepted tenants to relevant water boards for water usage where permitted.

Signature

Date

F. DISCLAIMER

I confirm the following:

1. During my inspection of the property I found it to be in a reasonably neat and clean condition. OR
2. I believe the following items should be attended to prior to my tenancy commencing. I acknowledge that these items are subject to the owner's approval.

Signature

Date

G. APPLICANT HISTORY	
10. How long have you lived at your current address?	Years Months
11. Why are you leaving this address?	
12. Is the property at this address: <input type="checkbox"/> Rented ► Go to question 13 <input type="checkbox"/> Owned ► Go to question 14 <input type="checkbox"/> Other - Please provide details _____	
13. Please tell us about this rented property. Name of Landlord or agent _____	
Landlord/agent's address _____	
Landlord/agent's phone number	Weekly rent paid
_____	\$ _____
14. What was your previous residential address?	
15. How long did you live at this address? Years Months	
16. Why did you leave this address?	
17. Was this property: <input type="checkbox"/> Rented ► Go to question 18 <input type="checkbox"/> Owned ► Go to question 19 <input type="checkbox"/> Other - Please provide details _____	
18. Please give us further information about this rented property. Name of landlord or agent _____	
Landlord/agent's phone number	Weekly rent paid
_____	\$ _____

H. EMPLOYMENT HISTORY	
19. Please provide your employment details. What is your occupation? _____	
What is the nature of your employment? (FULL TIME / PART TIME / CASUAL) _____	
Employer's name (inc. accountant if self employed or institution if a student) _____	
Employer's address _____	
Postcode _____	
Contact name	Phone number
_____	_____
Length of employment	Net income (per annum)
Years Months	\$ _____
Source of other income	Net income (per annum)
_____	\$ _____
20. Please provide your previous employment details. Occupation _____	
Employer's name _____	
Length of employment	Net income
Years Months	\$ _____

I. CONTACTS/REFERENCES	
21. Please provide a contact in case of emergency.	
Surname	Given name/s
_____	_____
Relationship to you	Phone number
_____	_____
22. Please provide two personal references (not related to you).	
Surname	Given name/s
_____	_____
Relationship to you	Phone number
_____	_____
Surname	Given name/s
_____	_____
Relationship to you	Phone number
_____	_____

J. OTHER INFORMATION	
23. Car Registration.	
24. Please provide details of any pets: Breed / type Council registration number	
_____	_____
25. How did you find this property? <input type="checkbox"/> Internet <input type="checkbox"/> Board <input type="checkbox"/> Office Rental List <input type="checkbox"/> Referral <input type="checkbox"/> Other (please explain) _____	

K. PLEASE NOTE	
1. FIRST RENT PAYMENT: Made payable to SHAPE PROPERTY. Subsequent rent payments can be made by direct debit or via one of our preferred external partners, which will be discussed with you at your appointment.	
BOND PAYMENT: Made payable to Shape Property. The bond is equivalent to one calendar month's rent.	
CASH WILL NOT BE ACCEPTED AT ANY SHAPE PROPERTY OFFICE FOR PAYMENT OF RENT OR BOND.	
APPLICATION APPROVAL: If your application is successful, you will be required to sign the lease and pay the first month's rent and bond within 24 hours of receiving approval.	

L. PLEASE PROVIDE US WITH 100 POINTS OF IDENTIFICATION	
<input type="checkbox"/> Copy of Driver's Licence	50 points
<input type="checkbox"/> Copy of Passport	50 points
<input type="checkbox"/> Copy of Student ID Card	50 points
<input type="checkbox"/> Copy of electricity/gas/water account	30 points
<input type="checkbox"/> Copy of pay slip	20 points
If you are a STUDENT , in addition to the above, you also need to attach: <input type="checkbox"/> Letter of Acceptance – COE (Certificate of Enrolment) <input type="checkbox"/> Completed parental guarantee from your parents/guardian	
Please note, this is a compulsory requirement as a form of financial guarantee from your parents or guardians who are supporting your rental payments.	

Statement of Information for Rental Applicants

Residential Tenancies Act 1997 Section 29C

Residential Tenancies Regulations 2021 Regulation 14

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/ 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/ 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 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 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 (بكلية مكالمات 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 በድንብርና ለማረጋገጥ ወይም ለመረጃ ለማግኘት (TIS) ለ 131 450 (አካባቢያዊ የገንዘብ ወጪ) ለማድረግ ወይም ለመረጃ ለማግኘት ለ 1300 55 81 81 ለማድረግ ይቻላል።

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 essee messi in comunicazione con un operatore addetto alle informazioni del dipartimento "Consumer Affairs Victoria" al numero 1300 55 81 81.