

# RESIDENTIAL TENANCY APPLICATION

## W.B SIMPSON & SON

30 Errol Street,  
North Melbourne VIC 3051  
Ph: 03 9328 1213 Fax: 03 9329 9030  
E: leasing@wbsimpson.com.au

**W.B. Simpson & Son**  
SINCE 1872

### A. Rental Property Address

#### 1. Address

Please complete one application per person

#### 2. Preferred Commencement Date

Day  Month  Year

#### 3. Term

Years  Months

#### 4. Rental Amount

\$  Per Week

### B. Applicant Details

#### 5. Name

First Name  Middle Name   
Surname

#### 6. Contact Details

Home Phone Number  Work Phone Number   
Mobile Phone Number  Email Address

#### 7. Other Applicant Names (All adults to reside at the property must be listed)

1.  2.   
3.  4.

#### 8. Number of People to Occupy

Adults  Children   
Pets Y/N  Type of Pet / Breed  Inside / Outside

#### 9. Identification (photocopy MUST be attached)

Drivers Licence  State Issued   
Alternative Identification  
Passport No  Country

#### 10. Current Address

Postcode

## C. Current Residential Rental Provider/Agent

### If you are not currently renting go to Q12

#### 11. Name of current Residential Rental Provider (please circle)

Contact Person / Agent

Work Phone Number

Home Phone Number

(If private Residential Rental Provider)

Mobile Phone Number

Current Weekly Rental

\$

Length of Tenancy

Years

Months

Reason for Moving

(If you are currently renting from a private Residential Rental Provider please provide a copy of the Residential Rental Agreement or formal written reference)

#### 12. Details if Home Owner

This home is to be

**Sold**

**Rented**

**Retained**

(please circle)

Details of Selling/Leasing Agent

Agent Name

Contact

Work Phone Number

Mobile Phone Number

Sale Amount / Rental Amount

\$

How long have you owned this property

Years

Months

Reason for Moving

Other Comments

## D. Previous Residential Rental Provider

#### 13. Previous Address

Postcode

#### 14. Previous Residential Rental Provider/Agent (If you were not renting go to Questions 15) Contact Person / Agency

Work Phone Number

Mobile Phone Number

Weekly Rental

\$

Length of Tenancy

Years

Months

Reason for Moving

(If you have previously rented from a private Residential Rental Provider please provide a copy of Residential Rental Agreement or formal written reference)

#### 15. Details if Home owner

Was your home

**Sold**

**Rented**

**Retained**

(please circle)

Sale Price/Rental Amount

\$

Details of Selling/Leasing Agent

Agent Name

Contact

Phone

Length of Stay

Years

Months

Reason for Moving

## E. Employment

### 16. Current Employer

(Please provide copies of payslips or relevant supporting documents if possible)

Employer Name	<input type="text"/>	Your Position	<input type="text"/>
Employment Address	<input type="text"/>		
	<input type="text"/>		
Phone Number	<input type="text"/>		
Employed Since	<input type="text"/>	Income	\$ <input type="text"/> p/w after tax
	<input type="radio"/> Full Time	<input type="radio"/> Part Time	<input type="radio"/> Casual (please circle)
If Self Employed:			
Accountant's Name	<input type="text"/>	Contact Number	<input type="text"/>
Type of Business	<input type="text"/>	ACN	<input type="text"/>
Do you have any other source of Income Yes/No. (Please Circle)			
Income	\$ <input type="text"/> p/w after tax	Source	<input type="text"/>

### 17. Previous Employer

Employer Name	<input type="text"/>	Phone	<input type="text"/>
Position	<input type="text"/>	Employment Period	<input type="text"/>

#### Full Time Students please complete

Course Name	<input type="text"/>
Campus	<input type="text"/>
Campus Contact	<input type="text"/>
Enrolment Number	<input type="text"/>

Photocopy of student card must be supplied

## F. References (Not next of Kin)

### 18. Professional Reference

Name	<input type="text"/>	Phone No	<input type="text"/>
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### 19. Personal Reference

Name	<input type="text"/>	Phone No	<input type="text"/>
Relationship to you	<input type="text"/>		

## G. Emergency Contact (Not residing with you)

Next of Kin	<input type="text"/>	Relationship	<input type="text"/>
Phone No	<input type="text"/>		

## H. Tenancy Disclosure Statement

The information on this form is being collected by the W.B Simpson & Son agent named in this application. It is a condition of application for tenancy that you consent to the collection and use of your personal information by W.B Simpson & Son. We require this information so that we may consider your application to renter/lease a property. We may provide this information and any or all of the information provided to us by any party to any third parties including Residential Rental Provider / Agents and Solicitors and various government or statutory authorities in the interests of openness and transparency between all parties concerned. We may also contact personal and credit referees you nominate and exchange personal information according to normal commercial practice. Your personal information will be added to our database and may be used for the secondary purpose of providing you with further information about properties and services offered by W.B Simpson & Son. It is your responsibility to ensure information you provide to us is correct at all times.

## I. National Tenancy Database Disclosure Statement J. Declaration

You can contact National Tenancy Database Pty Ltd (ABN 65 -79105025)(NTD) by

Telephone: (03) 8629 1608  
Facsimile: (03) 8629 1650  
Address: P.O. Box 13294 George St, Brisbane QLD 4003  
Website: www.ntd.net.au

### PRIMARY PURPOSE

NTD collects your personal information to provide to its members and others listed below, historical tenancy and public record information on individuals and companies who/which lease residential and commercial property from or through licensed real estate agent members of NTD.

NTD also provides credit information on companies / directors applying for commercial leases.

The real estate agent / property manager will advise NTD of your conduct throughout the lease / tenancy, and the information will form part of your renter history.

NTD usually discloses information to:

- Licensed real estate agent members
- NTD'S parent company, Collection House Limited
- ABN 74 101 230 716 and its subsidiaries and related entities
- Credit Bureaus

If your personal information is not provided to NTD the real estate agent / property manager will not be able to carry out their professional responsibilities and will not be able to provide you with a lease / tenancy of the premises.

**Applicant**

Signature

Print Name

1. I acknowledge that this is an application to lease this property and that my application is subject to the owners approval and the availability of the premises on the due date. No action will be taken against the Residential Rental Provider or Agent if the application is unsuccessful or should the premises not be ready for occupation on the date for whatever reason.

2. The renter is responsible for the connection and payment of gas, electricity, telephone and water consumption. I acknowledge that I am responsible to turn the main power switch off before power is connected.

3. The renter acknowledges that the premises are a "Smoke Free Zone" and will ensure they and their invitees do not smoke inside the premises.

4. I acknowledge that I have read and understood the privacy statements on this page.

5. During my inspection of this property I found it to be in reasonably clean condition and I accept the property in the current condition.

If this is not the case, please indicate any items you would like attended to prior to your tenancy. I acknowledge that these items are subject to the owners approval:

Signed

Name

Date

Please note, should your application be successful you will be required to sign a lease within 24 hours of approval providing a payment for your first months rental and your bond.

Where did you first see the property advertised

Leasing Consultant

☐

Lease Board

☐

Relocation Consultant

☐

Internet

☐

Rent List

☐

Other

☐

## K. Free Utility Connections



Direct Connect is a FREE service that can connect you to the following utilities and services in your new home:

Electricity  
Phone

Cleaners  
Removalists

Broadband  
Pay TV

Truck Hire  
Water

☐ YES

I consent to:

- W.B. Simpson & Son Real Estate providing my personal information to Direct Connect including name, address, email and phone number.
- Direct Connect contacting me by any means during my move in relation to electricity, gas and the other services set out above.
- Direct Connect obtaining metering information for the premises I am moving to.

### Applicant 1

Signature

Date

### Applicant 2 (if applicable)

Signature

Date

Name

Phone

Privacy Collection Statement: Direct Connect Australia Pty Limited (DCA) is collecting your personal information for the purposes of contacting you in relation to your utilities and services connections. DCA will otherwise collect, use and disclose your personal information for purposes set out in its Privacy Policy at [www.directconnect.com.au/privacypolicy/](http://www.directconnect.com.au/privacypolicy/). This information may be disclosed to third parties that help DCA deliver its services. The Privacy Policy explains how DCA will collect, use, store and disclose your personal information, the consequences for you if DCA does not collect this information, and the way in which you can access and seek correction of your personal information or complain about a breach of the Privacy Act. To obtain further information, you can contact DCA on 1300 664 715.

# Statement of Information for Rental Applicants

*Residential Tenancies Act 1997* Section 145A

*Residential Tenancies Regulations 2021* Regulation 55

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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/](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.

For further information visit the renting section of the Consumer Affairs Victoria website at [www.consumer.vic.gov.au/renting](http://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](http://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 (بكلفة 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 prevodioca i tumača (Translating and Interpreting Service – TIS) na 131 450 (po cenu lokalnog poziva) i zamolite ih da vas povežu sa Službenikom za informacije (Information Officer) u Viktorijskoj Službi za potrošačka питања (Consumer Affairs Victoria) na 1300 55 81 81.

**Amharic** ብዙ ጊዜ የእርስዎን ጥያቄዎች ለመረዳት አስቸኳይ ሲሆን (TIS) ለዚህ ቁጥር 131 450 (በአካባቢዎ ላይ ያለውን የጥሪ ወጪ) በመጠቀም የሚሰጥዎትን አገልግሎት ለማግኘት ይችላሉ። 1300 55 81 81 ላይም ማግኘት 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 essere messi in comunicazione con un operatore addetto alle informazioni del dipartimento "Consumer Affairs Victoria" al numero 1300 55 81 81.