



Rental Application Form

Please be advised that this application will only be processed once all details have been completed and all copies of requested supporting documents have been supplied.

Each individual applicant will need to submit their own application.

NOTE** All unsuccessful applications and supporting documents will be destroyed within 24 hours.

Any mention of 'RRP' throughout this form refers to the 'Residential Rental Provider' (previously Landlord)

SPOT ON REAL ESTATE

ABN: 31 673 335 549

Application may be submitted to:

rentals@spotonrealestate.com.au

Property Details

Address of 1 st preference:		
Preferred lease commencement date:	Rent payable per week: \$	Rent payable per month: \$
Address of 2 nd preference		
Preferred lease commencement date:	Rent payable per week: \$	Rent payable per month: \$
Details of all other occupants for the property, including children:		
Name:	<i>Please tick one</i>	
	Over 18 years old <input type="checkbox"/>	Under 18 years old <input type="checkbox"/>
Name:	Over 18 years old <input type="checkbox"/>	Under 18 years old <input type="checkbox"/>
Name:	Over 18 years old <input type="checkbox"/>	Under 18 years old <input type="checkbox"/>
Name:	Over 18 years old <input type="checkbox"/>	Under 18 years old <input type="checkbox"/>
Name:	Over 18 years old <input type="checkbox"/>	Under 18 years old <input type="checkbox"/>
Type, Breed and Number of Pets:		

Applicant Personal Details

Given Names:	Surname:
Current Address:	
Home Phone:	Mobile Number:
Email Address:	
Driver's License Number:	State of Issue:
Car Registration:	

Next Of Kin/Emergency Contact (who will NOT be living with you at the property)

Given Names:	Surname:
Current Address:	
Home Phone:	Mobile Number:
Email Address:	
Relationship:	

Current Residential Details

Are you (please tick one): <input type="checkbox"/> Owing <input type="checkbox"/> Sharing <input type="checkbox"/> Boarding <input type="checkbox"/> Living with parents <input type="checkbox"/> Renting through an agent <input type="checkbox"/> Renting privately		
Current Address:	Vacate date:	
Length of time at current address:	Rent / Mortgage paid:	\$ per week \$ per month
Reason for moving:		
Contact details of Property Manager / RRP / Selling Agent:	Email/Phone:	

Previous Residential Details

Were you (please tick one): <input type="checkbox"/> Owning <input type="checkbox"/> Sharing <input type="checkbox"/> Boarding <input type="checkbox"/> Living with parents <input type="checkbox"/> Renting through an agent <input type="checkbox"/> Renting privately			
Previous address:		Vacate date:	
Length of time at previous address:	Rent / Mortgage paid:	\$ per week	\$ per month
Reason for moving:			
Contact details of Property Manager / RRP / Selling Agent:		Email/Phone:	

Current Employment Details

Are you employed (please tick one): <input type="checkbox"/> Full Time <input type="checkbox"/> Part-Time <input type="checkbox"/> Casually			
Company Employed by Address:			
Payroll / Manager Contact:		Contact Number/Email:	
Length of Employment:	years	months	NET Income: \$ per week \$ per annum

Self-Employment Details

Business Name:	ABN:
Business Address:	
Accountant Name:	Contact Number:
Accountant Address:	

Previous Employment Details

Are you employed (please tick one): <input type="checkbox"/> Full Time <input type="checkbox"/> Part Time <input type="checkbox"/> Casually			
Company Employed by Address:			
Payroll / Manager Contact:		Contact Number / Email:	
Length of Employment:	years	months	NET Income: \$ per week \$ per annum

Government Allowances

Pension Details:	Allowances Paid fortnight: \$ per \$ per annum
Pension Details:	Allowances Paid fortnight: \$ per \$ per annum

Student Details

Place of Study:	Course Name:
Course Start Date: Length	Enrolment / Student Number:

References

Full Name:	Relationship:
Mobile Number:	Email Address:
Full Name:	Relationship:
Mobile Number:	Email Address:

Privacy Statement

Manage Better is an independently owned and operated business. Our complete privacy policy is available on our website www.managebetter.com.au. If you believe that your privacy has been breached, please contact us, using the contact details on the website and provide details of the incident, so it may be investigated in depth.

We collect personal information in this form to assess your eligibility for a residential rental. You also consent to Manage Better using your information for the purposes of direct marketing, business research and customer satisfaction inquiries. We may need to collect information about you from your previous RRP's and agents, current and previous employers, and your referees. Manage Better may need to disclose personal information about you to the RRP of the property to which this application relates. If this application is successful, Manage Better may disclose your details to service providers relevant to the rental relationship including maintenance contractors and the RRP's insurers. You have the right to access personal information that Manage Better hold about you by contacting our office.

If you do not complete this form or do not sign the consent below, then your application for a residential rental may not be considered by the RRP of the relevant property.

Applicant Name _____ Applicant Signature _____ Date_____

Supporting documents required for rental application:

Mandatory documents:

- Rental application form (Office form or 1form application).
- Ids of all the adults applying for the property (Adult: +18 years old).
- Pay slips of all the applicants.
- If pay slips not available, bank statements required to check the income/savings.
- Rental history documents (Rental agreement or Rental ledger with the contact details of your current property manager).

Other documents:

(Please note, these documents are just the additional documents. It's not the replacement of the mandatory documents. You can provide these only to make your application stronger)

- Utility bills
- Student Id card
- Employment letter
- Visa copies

Residential Tenancies Act 1997(Section 29C)

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 a person 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 your 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 based on 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 are 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 bonds 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 Act.

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 property, you or someone on your behalf may make a complaint to VEOHRC at humanrightscommission.vic.gov.au/ or by calling 1300 292 153.