



Rental Application

www.p1property.com.au

58-60 Mitchell Street, Bendigo VIC 3550 | P 03 5400 1200 | E admin@p1property.com.au

33 High Street, Wedderburn VIC 3518 | P 03 5494 3493

96 Broadway, Dunolly VIC 3472 | P 03 5400 1298



Thank You

Welcome to Priority1 Property and thank you for inspecting our rental property list.

We pride ourselves in providing excellent service to both our Rental Providers and Tenants. Should you have questions or concerns we are happy to discuss your needs and offer advice at any time.

Please ensure all information is recorded on your application as you may not have further opportunity to do so.

Whether you are a Rental Provider or a Tenant you are Priority1.

Application Forms

It would assist your application if each applicant lists two (2) references of people with some position or standing within the community. References from family members or close friends are not appropriate. Please ensure you advise all referees that they will be contacted for a reference, including payroll.

Every adult over the age of 18 is required to provide their own application. If you are a student, your parent/s or guardian/s can complete an application and be included on the lease. If you receive payments from Centrelink, please attach a copy of your recent income statement. Copies of your 100 points of ID must accompany your application as well as proof of income.

Pets

Pets are negotiable, unless the property description indicates that pets are not permitted. Our application form provides space for you to provide information regarding your pets.

Move In

You will be provided with a 'Move In' pack, containing:

- Keys to the property.
- Condition report, which you will need to review, sign and return to the office within 3 business days
- Emergency after hours procedure.

Free Utility Connection Service

If you require electricity, gas, phone, broadband or pay TV connections when you move in, we can help.

Please fill out the free utility connection section (YourPorter) of the application. If possible, request connection for one day prior to moving in. Connection can be any time on the requested day.

The main electrical switch must be OFF (sometimes in units, a second switchboard is installed and this must be OFF as well). Connections will not take place if the power switch is left ON.

Contact Us

Office Hours: Monday to Friday – 9am to 5:00pm

58-60 Mitchell Street, Bendigo VIC 3550

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YourPorter

How do I use the YourPorter FREE CONNECTION SERVICE?

Complete the YourPorter FREE utility connection section on your Rental Application form to connect the utilities at your new property. Simply select the services you would like connected and sign the form.

Once YourPorter receives your details, we will call you within 24 hours to confirm your details and the services required.

It is best to request connection for one day prior to moving in, as electricity connections can occur at any time on the requested day.

What services can YourPorter connect for me?

YourPorter offer a broad range of suppliers offering a variety of services.

YourPorter can connect your:

Electricity
Foxtel
Gas
Phone
Internet
Water
Insurance

Important Information regarding electricity connection

The main electrical switch at the rental property must be switched 'OFF' before the electricity can be connected (sometimes a second switchboard is installed inside the property, and this must also be switched to OFF'). Connections will not occur if the main switch is left in the 'ON' position on the day of the connection.

Although the Agent can assist with turning the switch 'OFF' on some occasions, ultimately it is the obligation of the tenant, not the agent, to ensure this has been done.

Residential Tenancy Application

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



A. AGENT DETAILS

Priority1 Property

Email: admin@p1property.com.au

58-60 Mitchell Street, Bendigo VIC 3550

Phone: 03 5400 1200

33 High Street Wedderburn VIC 3518

Phone: 03 5494 3493

96 Broadway, Dunolly VIC 3472

Phone: 03 5400 1298

☐ I acknowledge receiving the Statement of Information for Rental Applicant prior to completing this Rental Application Form.

B. PROVIDE 100 POINTS OF IDENTIFICATION & PROOF OF INCOME

The Applicant, by signing this Application, hereby authorises the Agent to make and retain copies of the documents referred to below.

50 Points (each): Last 4 rent receipts;
Copy of rates notice (if you own your own property)

40 Points: Driver's licence

30 Points (each): Photo I.D. or Passport

10 Points (each): Current motor vehicle registration; Copy of birth certificate; Copy of previous phone, electricity, gas account; Bank statement

Proof of Income

C. 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. Rent for this property

\$

per week

\$

per month

5. How many people will be staying at the property?

Adults

Children

Ages:

6. Please provide details of any pets

Breed/Type

Council registration / number

D. PERSONAL DETAILS

7. Surname Given name/s

Date of birth

Marital status

Driver's licence number

Driver's licence state

Make & Model of Vehicle

Vehicle registration no. / state

Passport number

Passport country

Centrelink number (if applicable)

Centrelink benefit type

Centrelink payment (per fortnight)

18+ Card number

8. Please provide your contact detail

Home phone number

Mobile phone number

Work phone number

Fax number

Email address

E. UTILITY CONNECTIONS

YourPorter

Telephone: 1300 400 600

Fax: 1300 326 468

www.yourporter.com.au

YourPorter is a FREE service connecting utilities and other services. If the Agent approves this application, YourPorter will connect your water, where permitted, for the purpose of usage charges at your new property on behalf of the Real Estate Agent. YourPorter will be contacting you by phone, SMS, or email for the purposes of assisting you to connect your utilities within 24 hours of receiving this application for next business day connection.

- | | | |
|---|--|---|
| <input type="checkbox"/> Electricity | <input type="checkbox"/> Gas | <input checked="" type="checkbox"/> Water |
| <input type="checkbox"/> Telephone | <input type="checkbox"/> Pay TV | <input type="checkbox"/> Internet |
| <input type="checkbox"/> Car Insurance | <input type="checkbox"/> Home & Contents | <input type="checkbox"/> Health Insurance |
| <input type="checkbox"/> Life Insurance | <input type="checkbox"/> Home Loans | |

DECLARATION AND ACCEPTANCE:

I/We consent to the disclosure of this application form (including any personal information contained in this form) to YourPorter Pty Ltd (ABN 36 252 576 050) for the purpose of allowing YourPorter and its service providers to contact me for the connection of services as offered by YourPorter.

I/We acknowledge that if I/We do not provide my/our personal information, YourPorter will not be able to provide these services to me/us. YourPorter will ensure that my/our personal information is collected, used, held and disclosed in accordance with the requirements of the Privacy Act 1988 (Cth).

I/We acknowledge that YourPorter may receive a benefit in relation to the connection of any of the services listed above. I/We consent to YourPorter contacting me by phone or SMS in relation to the connection of the services listed above. I/We acknowledge that this consent permits YourPorter to contact me even if the numbers listed on this application are listed on the Do Not Call Register. YourPorter will otherwise collect, hold, use and disclose personal information in accordance with their privacy policies, which are available at www.yourporter.com.au/general/privacy-policy/. YourPorter is a free service, but I/We acknowledge that standard connection fees may apply for services connected (in addition to the ongoing service fees).

I/We acknowledge that neither YourPorter nor the Agent accept any responsibility for any delay in or failure to arrange or provide for any connection of a service or for any loss, damage, cost or expense in connection with such delay or failure. By signing this application, I/We understand YourPorter is a value add product and that I/We are under no obligation to use YourPorter.

Signature

Date

F. PRIVACY STATEMENT & DECLARATION

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 Rental Agreement pursuant to the Residential Tenancies Act 1997.

I acknowledge that this application is subject to the approval of the owner/rental provider. I declare that all information contained in this application 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 renters.

If I default under a rental agreement, the Agent may disclose details of any such default to a rental default database, and to agents/rental providers 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 renter
- (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) transfer water account details into my name
- (h) complete a credit check with applicable rental database

I acknowledge that this is an application to lease this property and that my application is subject to the owner's approval and the availability of the premises on the due date. No action will be taken against the rental provider or agent if the application is unsuccessful or upon acceptance should the premises be unavailable for occupation on the date for whatever reason. I acknowledge that I will be required to pay rental in advance and a rental bond, and that this application is subject to approval from the owner/rental provider. I declare that all information contained in this application is true and correct and given of my own free will. I declare that I have inspected the premises and am not bankrupt. I also acknowledge that my rental payments will be paid via "Direct Debit" from my nominated financial institution directly to Priority1 Property Management. Please note that all Direct Debits are processed 3 business days prior to the due date of the rent to ensure clear funds into Priority1 Property Management's account on the day the rent falls due.

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/rental of the premises. I am aware that I may access personal information on the contact details above.

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

I acknowledge that if my application is approved I will be required to sign the lease within 24 hours of being approved and provide a BANK CHEQUE OR MONEY ORDER for the amount of bond and one months rent at the time of signing.

I acknowledge and agree to all terms and conditions expressed in the Privacy Statement, Authority and Declaration.

Signature

Date

G. APPLICANT HISTORY	
9. What is your current address?	
<input type="text"/>	
<input type="text" value="Postcode"/>	
10. How long have you lived at this address?	<input type="text" value="Years"/> <input type="text" value="Months"/>
11. Why are you leaving this address?	
<input type="text"/>	
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 <input type="text"/>	
13. Please tell us about this rented property.	
Name of rental provider or agent	Contact name
<input type="text"/>	<input type="text"/>
rental provider/agent's number	Weekly rent paid
<input type="text"/>	<input type="text" value="\$"/>
Has your bond been refunded?	If NO, why?
<input type="checkbox"/> YES <input type="checkbox"/> NO	<input type="text"/>
14. What was your previous residential address?	
<input type="text"/>	
15. How long did you live at this address?	<input type="text" value="Years"/> <input type="text" value="Months"/>
16. Why did you leave this address?	
<input type="text"/>	
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 <input type="text"/>	
18. Please give us further information about this rented property.	
Name of rental provider or agent	Contact name
<input type="text"/>	<input type="text"/>
Rental provider/agent's number	Weekly rent paid
<input type="text"/>	<input type="text" value="\$"/>
Was bond refunded in full?	If NO, why?
<input type="checkbox"/> YES <input type="checkbox"/> NO	<input type="text"/>

H. EMPLOYMENT HISTORY	
19. Please provide your employment details.	
What is your occupation?	
<input type="text"/>	
What is the nature of your employment?	
<input type="checkbox"/> FULL-TIME <input type="checkbox"/> PART-TIME <input type="checkbox"/> CASUAL <input type="checkbox"/> SELF-EMPLOYED If self-employed, include accountant details and ABN / ACN below.	
Employer / Business name	
<input type="text"/>	
Employer / Business address	
<input type="text"/>	
Contact name	Phone number
<input type="text"/>	<input type="text"/>
ABN	ACN
<input type="text"/>	<input type="text"/>
Employment commencement date	Net income per week
<input type="text" value="/"/> <input type="text" value="/"/>	<input type="text" value="\$"/>

I. PREVIOUS EMPLOYMENT HISTORY	
20. Please provide your previous employment details.	
Employer's name	
<input type="text"/>	
Employer's address	
<input type="text"/>	
Contact name	Phone number
<input type="text"/>	<input type="text"/>
Length of employment	<input type="text"/> Years <input type="text"/> Months
Reason for leaving	
<input type="text"/>	

J. IF YOU ARE A STUDENT	
21. <u>If applicable, please provide details of your study.</u>	
Name of learning institution	
<input type="text"/>	
Faculty / Department	Course Name
<input type="text"/>	<input type="text"/>
Student union number	Student I.D. number
<input type="text"/>	<input type="text"/>
22. If not previously stated, please confirm your income details	
Income source	Net income per week
<input type="text"/>	<input type="text" value="\$"/>

K. CONTACTS / REFERENCES	
23. Please provide two business references.	
1. Name	How long known for?
<input type="text"/>	<input type="text"/>
Phone number: HOME/WORK	Mobile
<input type="text"/>	<input type="text"/>
2. Name	How long known for?
<input type="text"/>	<input type="text"/>
Phone number: HOME/WORK	Mobile
<input type="text"/>	<input type="text"/>
24. Please provide an emergency contact (someone not living with you)	
Name	Relationship to you
<input type="text"/>	<input type="text"/>
Phone number: HOME/WORK	Mobile
<input type="text"/>	<input type="text"/>
Address	
<input type="text"/>	

L. PLEASE NOTE	
<p>Initial payments must be made by the applicant by Bank Cheque, Money Order or Cash within 24 hours of approval of the applicant (no personal cheques will be accepted). Our preferred method of payment for subsequent rental payments is by EFT.</p> <p>Keys will not be released until the lease agreement has been signed, and both rental and bond payments have been made.</p> <p>This application is accepted subject to the availability of the property on the due date and no action shall be taken by the applicant against the Rental Provider or Agent should any circumstance arise whereby the property is not available for occupation on the due date.</p>	
Signature	Date
<input type="text"/>	<input type="text"/>
Print Name	
<input type="text"/>	

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/ 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.