



PRDNATIONWIDE BALLARAT

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Opening Hours: Monday – Friday  
8:30am - 5:00pm

Address: 1/51 Lydiard Street South,  
Ballarat VIC 3350

## RESIDENTIAL TENANCY APPLICATION FORM

Please place properties in order of preference; **you will be processed for one property at a time.**

1 - Property Address \_\_\_\_\_ Rent p/w \$ \_\_\_\_\_

2 - Property Address \_\_\_\_\_ Rent p/w \$ \_\_\_\_\_

3 - Property Address \_\_\_\_\_ Rent p/w \$ \_\_\_\_\_

Length of Tenancy: 6 Months/12Months/Other: \_\_\_\_\_ Preferred Start Date: \_\_\_\_\_

Applicant 1		Applicant 2	
Full Legal Name:		Full Legal Name:	
Current Address:		Current Address:	
State:	Postcode:	State:	Postcode:
Occupation:		Occupation:	
Drivers Licence:	Vehicle Reg:	Drivers Licence:	Vehicle Reg:
Make & Model of Vehicle:		Make & Model of Vehicle:	
Medicare No:		Medicare No:	
Mobile:	Home Ph:	Mobile:	Home Ph:
Email:		Email:	

**Please ensure you supply a copy of your 100pts of ID and your proof of income documents when submitting.**

Number of Occupants living at the property: Adults: \_\_\_\_\_ Dependants: \_\_\_\_\_ (all applicants over 18 must fill out an application)

Which best describes your potential living arrangement? Just me/Couple/Family/Group

Currently I am: Employed/Self-employed/Student/Retired/Unemployed

Are you a smoker? YES/NO

Are you currently renting? YES/NO

Do you currently own an investment property? YES/NO

Have you applied for any other properties? YES/NO

Do you have intentions to sublet? YES/NO

Have you contacted your referees to advise them to expect our contact? YES/NO

Do you have pets? YES/NO Age/Breed: \_\_\_\_\_ Indoor/Outdoor?

Have you been known by any other name? YES/NO \_\_\_\_\_

Are you planning to operate a business from the property? YES/NO \_\_\_\_\_

Tell us a little more about yourself or attach a cover letter: \_\_\_\_\_

# EMPLOYMENT & INCOME

## IF YOU ARE EMPLOYED:

What we need:

1. **Proof of income - 2X recent pay slips (if you are starting new employment, please attach letter of offer or contract)**
2. **Please advise your employer/HR that PRD will be calling and to authorise release of information.**

Applicant 1		Applicant 2	
Contact Name:		Contact Name:	
Contact Mobile:		Contact Mobile:	
Contact Email:		Contact Email:	
Contact Phone:		Contact Phone:	
Start date:		Start date:	
Gross Annual Income:	Weekly Income:	Gross Annual Income:	Weekly Income:
Status: Full time/Part time/Casual	Hours per week:	Status: Full time/Part time/Casual	Hours per week:

## IF YOU ARE SELF-EMPLOYED:

What we need:

1. **Proof of income – Business bank summary or other documentation that shows your regular income.**
2. **Please advise your accountant PRD will be calling and to authorise release of information.**

Applicant 1		Applicant 2	
Type of Business:		Type of Business:	
Address:		Address:	
Industry:		Industry:	
Start date:		Start date:	
Gross Annual Income:	Weekly Income:	Gross Annual Income:	Weekly Income:
Name of Accountant:		Name of Accountant:	
Accountant Mobile:	Accountants Ph:	Accountant Mobile:	Accountants Ph:
Accountant Email:		Accountant Email:	

## IF YOU RECEIVE FINANCIAL SUPPORT:

What we need:

1. **Your most recent Centrelink Income Statement (including all payments)**
2. **Any other supporting documents if not receiving Centrelink for proof of income**

Applicant 1		Applicant 2	
Type of Payment:		Type of Payment:	
Gross Annual Income:	Fortnightly Income:	Gross Annual Income:	Fortnightly Income:

## IF YOU ARE A STUDENT:

Applicant 1		Applicant 2	
Institution Name:		Institution Name:	
Course Name:	Course Duration:	Course Name:	Course Duration:

## CURRENT & PREVIOUS LIVING SITUATION

### CURRENT ADDRESS:

Applicant 1		Applicant 2	
Address: Same as app 2 YES/NO		Address: Same as app 1 YES/NO	
Rented Real Estate/Rented Private/Owner/Living with Family or Friends		Rented Real Estate/Rented Private/Owner/Living with Family or Friends	
Real Estate Name:		Real Estate Name:	
Contact Name:		Contact Name:	
Contact Email:		Contact Email:	
Contact Mobile:	Contact Ph:	Contact Mobile:	Contact Ph:
Start Date:	End Date:	Start Date:	End Date:
Rent Per Week:	No. of Adult Occupants:	Rent Per Week:	No. of Adult Occupants:
Reason for Leaving:		Reason for Leaving:	

### PREVIOUS ADDRESS:

Applicant 1		Applicant 2	
Address: Same as app 2 YES/NO		Address: Same as app 1 YES/NO	
Rented Real Estate/Rented Private/Owner/Living with Family or Friends		Rented Real Estate/Rented Private/Owner/Living with Family or Friends	
Real Estate Name:		Real Estate Name:	
Contact Name:		Contact Name:	
Contact Email:		Contact Email:	
Contact Mobile:	Contact Ph:	Contact Mobile:	Contact Ph:
Start Date:	End Date:	Start Date:	End Date:
Rent Per Week:	No. of Adult Occupants:	Rent Per Week:	No. of Adult Occupants:
Reason for Leaving:		Reason for Leaving:	

## EMERGENCY CONTACT

Please list someone who **WILL NOT** be living with you.

Applicant 1		Applicant 2	
Contact Name:		Contact Name:	
Contact Mobile:	Contact Ph:	Contact Mobile:	Contact Ph:
Contact Email:		Contact Email:	
Relationship:		Relationship:	
Address:		Address:	

Applicant 1		Applicant 2	
Reference Name:		Reference Name:	
Reference Mobile:	Contact Ph:	Reference Mobile:	Contact Ph:
Reference Email:		Reference Email:	
Relationship:	Years Known:	Relationship:	Years Known:
Address:		Address:	

Reference Name:		Reference Name:	
Reference Mobile:	Contact Ph:	Reference Mobile:	Contact Ph:
Reference Email:		Reference Email:	
Relationship:	Years Known:	Relationship:	Years Known:
Address:		Address:	

Reference Name:		Reference Name:	
Reference Mobile:	Contact Ph:	Reference Mobile:	Contact Ph:
Reference Email:		Reference Email:	
Relationship:	Years Known:	Relationship:	Years Known:
Address:		Address:	

Reference Name:		Reference Name:	
Reference Mobile:	Contact Ph:	Reference Mobile:	Contact Ph:
Reference Email:		Reference Email:	
Relationship:	Years Known:	Relationship:	Years Known:
Address:		Address:	



**Phone:** 1300 859 242  
**Email:** [info@prdsarterconnect.com.au](mailto:info@prdsarterconnect.com.au)  
**Website:** [www.prdsarterconnect.com.au](http://www.prdsarterconnect.com.au)

## The Moving House Utility Experts

**Our free service takes care of organising the connections of all the important things such as electricity, gas and water taking away the stress of moving house whilst finding valuable savings through our strong relationships with our suppliers.**

[illegible]

# PRIVACY STATEMENT – PLEASE READ AND SIGN

## PRIVACY ACT COMMONWEALTH 1988

1. I acknowledge that this is an application to Rent the property and that my application is subject to the Rental Provider's approval and the current occupants giving up vacant possession. No action will be taken against the Rental Provider or Agent if the application is unsuccessful or upon acceptance should the premises not be ready on this date, for whatever reason.
2. The renter is responsible for the connection and payment of the water, gas, electricity and telephone and/or internet services.
3. I declare that the information in this tenancy application is true and correct and agree that PRD Nationwide Ballarat is permitted to make independent enquiries to confirm all the details on this application and perform the necessary credit checks, providing my details as necessary to other parties throughout the application process. Including, but not limited to the following, to provide the Rental Provider for the purpose of assessing my eligibility to rent the property: TICA, debt collection agencies and the Rental Provider/s. I also agree that any misrepresentation by me will invalidate the rental agreement at the option of the Rental Provider/Agent.
4. If successful with this application I agree that the agent is permitted to provide my details as necessary to any of the following parties throughout my tenancy: TICA, trades people, Central Highlands Water, City of Ballarat, VCAT, solicitors, debt collection agencies and the Rental Provider/s for the purpose of ensuring both the Rental Provider and I meet all the obligations of the tenancy.
5. The information collected is held in files at our office and can be accessed by you by applying to your property manager on 5329 4601 or [reception@prdballarat.com.au](mailto:reception@prdballarat.com.au).
6. The information collected may later be disclosed to TICA, VCAT, the Rental Provider or our debt collection agency where necessary or other parties seeking a reference from us (another agent for example).
7. I further agree to make the following initial payments – Cash is Not Accepted:

Rent - A bank transfer to PRDNationwide Ballarat Trust Account. Account details to be supplied on approval of Rental Agreement.

Bond – A bank transfer to PRDNationwide Ballarat Trust Account. Account details to be supplied on approval of Rental Agreement.

The personal information the prospective Renter provides in this application, or that is collected from other sources, is necessary for the Agent to verify the Applicant's identity, to process and evaluate the application and to manage the tenancy. The personal information collected about the Applicant in this application may be disclosed during the course of the tenancy for agents, third party operators of tenancy reference database and other third parties as required by law. Information already held on tenancy reference database may also be disclosed to the Agent and/or Rental Provider. The Agent may also disclose information to other parties on the Internet. If the Applicant enters into a Residential Rental Agreement and if the Applicant fails to comply with their obligations under that Agreement, the fact and other relevant personal information collected about the Applicant during the course of the tenancy may also be disclosed to other parties, including those referred to above. The Agent will only disclose information in this way to other parties to achieve the purposes specified above or as otherwise allowed under the privacy Act 1988.

If the Applicant would like to access his/her personal information held by the Agent, they can do so by contacting the Agent at the address and contact numbers contained in this Application. The Applicant can also correct this information if it is inaccurate, incomplete or out of date. If the information is not provided, the Agent may not be able to process the application and manage the tenancy.

By signing this agreement, you accept the aforementioned declaration. The initial supply of, ongoing record of, and permitted use of your private information is at your discretion except where those details are required to be kept and/or disclosed by law. You may update, alter or delete your information at anytime and without penalty except where those details are required to be kept and/or disclosed by law. If certain information however is not provided, we as agents may not be able to effectively act on your behalf. If you would like to access your personal information held by us, you can do so by contacting us via phone, fax or email as detailed on our letterhead or in person by calling into the office at Level 1/51 Lydiard Street South, Ballarat, Victoria, 3350.

In addition, our company would like to clearly alert you to the fact that although it is our intention to protect your privacy at all times there is always a possibility that our firewalls, virus scanning and other security systems may be breached or bypassed and be unable to protect our computer system from corruption via viruses and/or hackers which may result in the unauthorised access to and distribution of personal details from our databases. We will not assume liability for breaches of this nature. We reserve the right to alter our privacy policy from time to time, and these changes will be made available for your inspection at [www.prdballarat.com.au](http://www.prdballarat.com.au).

Once PRD smarterconnect Powered by Compare & Connect has received your application we will make all reasonable efforts to contact you within 24 hours of the nearest business day to identify how we can help.

You agree and acknowledge:

1. That you accept the Compare & Connect Terms and Conditions that may be accessed at [www.compareconnect.com.au/terms-and-conditions](http://www.compareconnect.com.au/terms-and-conditions)
2. You authorise and invite Compare & Connect to contact you by telephone, email, text message, MMS or any other form of communication in order to provide the services requested by you even if your details are registered on the Do Not Call Register.
3. That Compare & Connect may share your details with their suppliers and service providers in order to facilitate the connection and/or disconnection of the requested services.
4. That Compare & Connect may receive a fee from the suppliers and service providers, part of which may be paid to a Compare & Connect referral partner, and you are not entitled to any part of any such fee.
5. That Compare & Connect does not accept any liability on behalf of the suppliers and providers. You further authorise PRD Smarterconnect to:
6. Obtain the National Metering Identifier and/or Meter Installation Reference Number of the properties that you are vacating and/or relocating to
7. Contact you with future promotions and offers. By signing this application form you warrant that you are authorised to make this application and provide the invitation, consents, acknowledgments, authorisations and undertakings set out in this application form on behalf of all of the applicants listed herein.

Applicant 1	Applicant 2
Name:	Name:
Signature:	Signature:
Date:	Date:

# STATEMENT OF INFORMATION FOR RENTAL APPLICANTS

Residential Tenancies Act 1997 Section 145A  
Residential Tenancies Regulations Regulation 55

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.



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