

Important information for the applicant

- If there is more than one applicant, a separate application form is required for each applicant.
- Please feel free to provide more information and supportive documents for supporting your application.
- We require all our tenants to pay rent by direct debit from a nominated bank account.
- This application must be accompanied with 100 points of ID.
- If the application is approved, you will be required to sign your lease, pay your bond and first month's rent within 24 hours.
- It is your responsibility to have all other services (such as internet, telephone, NBN, water, gas and electricity) connected in your name, to coincide with your date of occupation.
- Despite the rent amount of all rental property are advertising in "Weekly" rates, all rent will be calculated and collected in "Calendar Months" basis at all time.
- The rental provider's insurance policy does not cover your possessions. It is your responsibility to insure your possessions.

Statement of Information for Rental Applicants

Residential Tenancies Act 1997 Section 29C

Residential Tenancies Regulations 2021 Regulation 14

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.

- If you have difficulty understanding English, you may contact the Translating and Interpreting Service (TIS) on 131 450 (for the cost of a local call) or visit www.tisnational.gov.au for more information. (Note: This is a suggestion only. Top Hat Property Specialists has no responsibility to arrange any interpretation services and will not be responsible for any cost.)
- For further information, contact us on (03) 8639 0423 or by email to info@tophatps.com.au



PROPERTY SPECIALISTS

Web: www.tophatps.com.au Email: info@tophatps.com.au Tel: +61(3) 8639 0423 Address: 203 Rouse Street PORT MELBOURNE VIC 3207

Top Hat Property Group Pty Ltd trading as Top Hat Property Specialists ACN: 621 633 305 ABN: 65 621 633 305 Director & Licensed Estate Agent & Officer In Effective Control: Vincent Lo

Rental property details

Property Address

	Postcode
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Rent amount (\$) Per Week

Property bond

Tenancy start date Tenancy end date (if any)

Applicant details

Name of applicant

Current address

	Postcode
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Contact phone numbers

Business hours

After hours

Email address

Date of birth

Dependents who will live in the premises Number Age of each

Previous rental provider/agent details

Name of previous rental provider/agent

Phone number

Email address



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Employment details

Occupation

Full time

Part time

Casual

Salary income per week (\$)

Other net income per week (\$)

(e.g. investments, Centrelink)

Current employment

Name of current employer

Address of current employer

Postcode

How long employed there

Years

Months

Position held

Name of contact

Phone

Previous employment

Name of previous employer

How long employed there

Years

Months

Position held

Name of contact

Phone number



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References (If you have written references, please attach copies to this form)

Referee 1

Name

Relationship to

Mobile number

Work phone number

Referee 2

Name

Relationship to

Mobile number

Work phone number

Pets

No

Yes If Yes, number, type, details & photos of your pets

Privacy Statement & Applicant's Declaration

- I declare that the information given on this form is true and correct to the best of my knowledge.
- I acknowledge that this is an application to lease this property and that my application is subject to Rental Provider (landlord)'s approval and the availability of the premises on the due date. I further acknowledge that if my application is successful, I will be required to pay all initial payments of rent and security deposit in advance by bank cheque to Top Hat Property Specialists within 24 hours and sign the lease agreement. I agree that all information provided herein is true and correct. Members of the Highton Investment Group Pty Ltd may use the information you provide for their marketing and business development purposes.
 Please tick this box if you do not want to receive information on future Top Hat Property Specialists properties, for sale or rent, and events.
Highton Investment Group Pty Ltd and its subsidiaries are subject to the Privacy Act and have developed procedures for dealing with your personal information. For further information about our privacy policy, please refer to the privacy statement at www.tophatps.com.au.
- I confirm that I have read and understood Top Hat Property Specialists's Privacy Statement. By signing I have agreed to all terms and condition of this application form.

Applicant's signature

Date