



Elite
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Residential Rental Application Form



Elite Real Estate

1300 354 839

www.ereal.com.au

Applicant Name:

Property Address:

Please note: Mention of "RRP" throughout this form refers to "Residential Rental Provider"

Who completes this application form?

- Rental providers or their agents must provide information outlined in item 2, documents requested under items 6 and 7 and information regarding tenancy databases used by the rental provider or their agent under item 11.
- The applicant should complete all other items on the form. If 2 or more applicants apply to live together at the same property (e.g. as partners, friends or family), each applicant who is 18 years of age or over may be asked to complete a separate application form.

This form is not to be used to apply for social housing as defined in the **Housing Act 1983** or specialised housing program as defined in the Residential Tenancies Regulations 2021.

PART A—GENERAL

1 Premises to which the application applies

Address of premises:

[insert address of premises]

2 Rental provider or agent's details

Full name or company name of rental provider or their agent:

[insert name of rental provider / agent]

ACN (or ABN if not a registered company):

[insert ACN or ABN if applicable]

Address:

[insert address of rental provider or their agent]

Phone number:

[insert phone number of rental provider or their agent]

Email address:

[insert email address of rental provider or their agent]

Australian State or Territory in which the rental provider resides:

[insert the rental providers state or territory of residence, or insert "overseas" if rental provider resides outside of Australia]

3 Number of occupants

Total number of occupants intended to reside on the premises

[insert total number of occupants]

4 Personal details of applicant

Full name	<input type="text"/>
	<i>[insert name]</i>
Date of birth	<input type="text"/>
	<i>[insert date of birth]</i>
Current address	<input type="text"/>
	<i>[insert current address]</i>
Postcode	<input type="text"/>
	<i>[insert postcode]</i>
Phone	<input type="text"/>
	<i>[insert phone number]</i>
Email	<input type="text"/>
	<i>[insert email address]</i>

5 Employment details

Current or most recent employer	<input type="text"/>
	<i>[insert name of current or most recent employer]</i>
Employer address	<input type="text"/>
	<i>[insert employer address]</i>
Net weekly income	<input type="text"/>
	<i>[insert net weekly income]</i>
If not currently employed, date on which most recent employment ended:	<input type="text"/>
	<i>[insert most recent date of employment]</i>

If you cannot provide details of your current employment or income, please provide other details about your ability to pay rent under item 6 (Financial information).

6 Financial information

A rental provider or their agent may request no more than two documents from the following list to confirm your capacity to pay the proposed rent:

- Pay slips from current or recent employment
- Bank statement (without transaction details)
- Centrelink payment statements or letters

If you are not receiving regular income, for example you are self-employed, undertake casual employment, freelance or unemployed, please provide details of previous employment or other documents supporting your financial ability to pay rent, such as proof of savings or assets. Please provide one copy of each of the following requested financial documents to verify your ability to pay rent:

(a)	<input type="text"/>
	<i>[Rental provider or their agent to indicate requested financial document]</i>
(b)	<input type="text"/>
	<i>[Rental provider or their agent to indicate requested financial document]</i>

7 Verification of identity

A rental provider or their agent can request no more than two identity documents from the following list:

- Driver licence
- Proof of age card (government issued)
- Medicare card
- Australian passport
- Foreign passport and Australian visa
- Birth certificate
- Certificate of Australian citizenship
- Tertiary student identification card
- Centrelink card
- Department of Veterans' Affairs card
- Utilities bill at current address
- Letter from a government Department addressed to current address

Please provide a copy of each of the following requested documents to verify your identity. You should discuss with the rental provider or their agent the most suitable method of identity verification if you are unable to provide the requested documents:

(a)
[Rental provider or their agent to indicate requested identity document]

(b)
[Rental provider or their agent to indicate requested identity document]

8 Rental or residential history

Property 1

Current / most recent address:
[insert current / most recent address]

Postcode:
[insert postcode]

Period of residence at address:
[insert date you started living at this property and the date you vacated or will vacate the property]

Rental provider / agent name if applicable:
[insert rental provider / agent name]

Rental provider / agent email if applicable:
[insert rental provider / agent email address]

Rental provider / agent phone contact details if applicable:
[insert rental provider / agent phone number]

Property 2

Previous address:	<input type="text"/>
	<i>[insert previous address]</i>
Postcode:	<input type="text"/>
	<i>[insert postcode]</i>
Period of residence at address:	<input type="text"/>
	<i>[insert date you started living at this property and the date you vacated the property]</i>
Rental provider/agent name if applicable:	<input type="text"/>
	<i>[insert rental provider/agent name]</i>
Rental provider/agent email if applicable:	<input type="text"/>
	<i>[insert rental provider/agent email address]</i>
Rental provider/agent phone contact details if applicable:	<input type="text"/>
	<i>[insert rental provider/agent phone number]</i>

9 References

A rental provider or their agent may request the contact details of personal referees.

If this is requested, please provide contact details of your personal referees.

Referee 1

Name:	<input type="text"/>
	<i>[insert referee's name]</i>
Phone:	<input type="text"/>
	<i>[insert referee's phone number]</i>
Email:	<input type="text"/>
	<i>[insert referee's email address]</i>
Referee's connection to applicant:	<input type="text"/>
	<i>[insert referee's connection to the applicant]</i>

Referee 2

Name:	<input type="text"/>
	<i>[insert referee's name]</i>
Phone:	<input type="text"/>
	<i>[insert referee's phone number]</i>
Email:	<input type="text"/>
	<i>[insert referee's email address]</i>
Referee's connection to applicant:	<input type="text"/>
	<i>[insert referee's connection to the applicant]</i>

10 Term of rental agreement

Desired lease term (e.g. 6 months, 12 months, 24 months):	<input type="text"/>
	<i>[insert preferred lease term]</i>
Preferred move in date:	<input type="text"/>
	<i>[insert preferred move in date]</i>

11 Tenancy databases

Note: A rental provider or their agent can use tenancy databases to check your rental history. If the rental provider or agent uses such databases, the names of the databases used must be disclosed below. The rental provider or their agent must also notify you in writing of certain matters. See item 4 in the "Information for the applicant" in Part B (below).

The following databases may be used to check your tenancy history. You may contact the tenancy databases using the following details:

Tenancy database name	Phone number	Web address
<input type="text"/>	<input type="text"/>	<input type="text"/>
<i>[insert tenancy database name]</i>	<i>[insert tenancy database phone number]</i>	<i>[insert tenancy database web address]</i>
<input type="text"/>	<input type="text"/>	<input type="text"/>
<i>[insert tenancy database name]</i>	<i>[insert tenancy database phone number]</i>	<i>[insert tenancy database web address]</i>
<input type="text"/>	<input type="text"/>	<input type="text"/>
<i>[insert tenancy database name]</i>	<i>[insert tenancy database phone number]</i>	<i>[insert tenancy database web address]</i>

12 Signature

I understand that my application may not be processed unless all required documents are submitted.

Print name:	<input type="text"/>
	<i>[insert name]</i>
Signature:	<input type="text"/>
	<i>[insert signature]</i>
Date:	<input type="text"/>
	<i>[insert date]</i>

For further information, visit the Consumer Affairs Victoria (CAV) website at consumer.vic.gov.au or call CAV on 1300 55 81 81.