

FORM 3A RESIDENTIAL RENTAL APPLICATION

Residential Tenancies Act 1997 (Section 30AC)(Regulations 14A and 14B)



This form must be used for all applications to enter into a residential rental agreement. For more information about your rights and responsibilities, please visit the Consumer Affairs Victoria (CAV) website at consumer.vic.gov.au or call CAV on 1300 55 81 81.

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:

2. Rental provider or agent's details

Full name or company:	
ACN (or ABN if not a registered company):	
Address of provider/agent:	
Phone:	Email:
State or territory*:	

*Insert the rental providers Australian 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:

4. Personal details of applicant

Full name:	
Date of birth:	
Current address:	
	Postcode:
Phone:	Email:

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5. Employment details

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).

Current or most recent employer:
Employer address:
Net weekly income:
If not currently employed, date on which most recent employment ended:

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)

(b)

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 Veteran's Affairs card;
- Utilities bill at current address;
- Letter from a government Department addressed to current address.

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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)

(b)

8. Rental or residential history

Property 1:

Current/most recent address:	
	Postcode:
Period of residence at address:	
Rental provider/agent name if applicable:	
Phone:	Email:

Property 2:

Previous address:	
	Postcode:
Period of residence at address:	
Rental provider/agent name if applicable:	
Phone:	Email:

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:
Phone:
Email:
Referee's connection to applicant:

Referee 2:

Name:
Phone:
Email:
Referee's connection to applicant:

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10. Term of rental agreement

Desired lease term (e.g. 6 months, 12 months, 24 months):
Preferred move-in date:

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:

Tenancy database name:

Phone number:

Web address:

Tenancy database name:

Phone number:

Web address:

12. Signature

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

Name:	
Signature:	Date:

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PART B – RIGHTS AND OBLIGATIONS

This is a summary of selected rights and obligations of renters and rental providers in respect of an application to enter into a residential rental agreement under the Residential Tenancies Act 1997 (“the Act”).

INFORMATION FOR THE RENTAL PROVIDER OR THEIR AGENT

1. Application form

Rental providers and agents must use a standardised residential rental application form which complies with the Act and the Residential Tenancies Regulations 2021 (“the Regulations”).

2. Rental auctions and bidding

Rental auctions and rental bidding are prohibited under the Act. The rented premises must be advertised or offered for a fixed amount and rental providers and agents must not–

- (a) solicit or otherwise invite an offer of an amount of rent that is higher than the fixed amount; or
- (b) accept an unsolicited or uninvited offer of an amount of rent that is higher than the fixed amount.

3. No application fees

A rental provider or their agent must not charge the applicant any fees for this application.

4. Request for information from applicants

A rental provider or their agent must only ask applicants for the information set out in this form. Applicants must not be asked to provide information that is not on this application form.

5. Privacy notifications

A rental provider or their agent must provide applicants with all notifications in relation to privacy and personal information as required by law. Such notification must only contemplate use of the personal information in for the purposes of processing this rental application.

6. Personal information not to be used for other purposes

The personal information provided in this form is confidential. A rental provider or their agent must not use the applicant’s information other than to assess the applicant’s suitability as a renter or in accordance with any other requirement of the Act.

A rental provider or their agent may commit an offence if they do not take reasonable steps to protect the applicant’s information from misuse or loss, and unauthorised access, modification or disclosure.

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7. Protection of applicant's information from misuse, interference or loss

A rental provider or their agent must take reasonable steps to protect the applicant's information from misuse or loss and unauthorised access, modification or disclosure.

8. Applicant to discuss alternative documentation if needed

If an applicant does not have documents requested in this form, the applicant may discuss with the rental provider or their agent what other documentation may be suitable.

9. Residential tenancy databases

A rental provider or their agent may use residential tenancy databases to check an applicant's rental history. If a rental provider or their agent uses a residential tenancy database to check an applicant's rental history, the database must be disclosed in this Form. Under section 439D(2) of the Act, if personal information about the applicant is in the database, the rental provider or their agent must, as soon as possible, but within 7 days after using the database, give the applicant a written notice stating the name of the database, the personal information about the applicant in the database, the name of each person who listed the personal information in the database, and how and in what circumstances the applicant can have the personal information removed or amended. Failure to comply with section 439D(2) of the Act is an offence.

10. Applicant's information to be destroyed or de-identified

If the application is successful, the rental provider or their agent must destroy or permanently de-identify the applicant's information within 3 years after the applicant's residential rental agreement terminates.

If the application is unsuccessful, the rental provider or their agent must destroy or permanently de-identify the applicant's information within 30 days after the property is leased, or within 6 months if they have received written consent from the applicant to use the information to apply for other premises.

INFORMATION FOR THE APPLICANT

1. Each applicant to complete application form

Each prospective renter over the age of 18 may be asked to complete a copy of this application form.

2. Contact rental provider/agent to check the outcome

Applicants should contact the rental provider or their agent after lodging an application to check if the application was successful.

3. Protection of applicant's information from misuse, interference or loss

A rental provider or their agent must take reasonable steps to protect an applicant's information from misuse or loss and unauthorised access, modification or disclosure.

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6. Application assessment

A rental provider or their agent will assess the applicant's suitability based on the information provided, including checking any residential tenancy database identified in Item 13. For more information see Information for rental providers or their agents, and Information for renters, above or visit the CAV website.

A rental provider or agent and an applicant should ensure that they complete the application in full using true and correct information.

A rental provider or agent is not required to provide reasons to an applicant for an unsuccessful application.

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