

## HOUSING REFERRAL FORM

### APPLICANT DETAILS

### PROPERTY APPLYING FOR:

<b>Name:</b>			
<b>Address:</b>			
<b>Age:</b>		<b>Date of Birth:</b>	
<b>Phone:</b>			<b>Gender:</b>
<b>Preferred Pronouns</b>			
<b>Victorian Housing Register</b>	<input type="checkbox"/> Priority Application <input type="checkbox"/> expression of Interest no:		
<b>Centrelink number:</b>			
<b>Income details:</b> Eg. Job seeker, DSP, Wages		<b>Amount:</b>	
<b>Email:</b>			
<b>I.D. attach copies</b>	<input type="checkbox"/> <b>Drivers License</b> – number: expiry:		
	<input type="checkbox"/> <b>Passport</b> – number: expiry:		
	<input type="checkbox"/> <b>medicare card</b> – number: expiry:		
	<input type="checkbox"/> <b>health care card</b> – number :		



## About you

### Your marital status

☐ Never married ☐ Widowed ☐ Divorced ☐ Separated ☐ Married ☐ De facto

### Are you Aboriginal or Torres Strait Islander?

☐ No ☐ Yes, Aboriginal ☐ Yes, Torres Strait Islander ☐ Pasfika

Where were you born? ☐ Australia ☐ other \_\_\_\_\_

### Your residency status

☐ Australian citizen ☐ Permanent resident ☐ other \_\_\_\_\_

Main Language \_\_\_\_\_

Do you need an interpreter? If so which language: \_\_\_\_\_

### Do you have any pets/animals:

Please describe: \_\_\_\_\_

## Family to be housed with you

Please list below each person to be housed with you.

Given Name	Family Name	M/F	Date of Birth	Relationship to you	Country of Birth	Income
		M / F				
		M / F				

Are you or anyone on this application expecting a baby? ☐ Yes ☐ No  
(If yes, you must provide a doctor's letter advising the due date)

If there are children on this application, are you the custodial parent? ☐ Yes ☐ No



## Housing History

Have you been housed by Women's Housing Ltd before?

☐ Yes

☐ No

## Current Housing

DATES:	FROM MM / YYYY	TO MM / YYYY
ADDRESS:		
ACCOM. Type		RENT p/w \$
Why did you leave this accommodation?		

## Previous Housing

DATES:	FROM MM / YYYY	TO MM / YYYY
ADDRESS:		
ACCOM. Type		RENT p/w \$
Why did you leave this accommodation?		

## Support/ Health Needs and Community Connections

Are you receiving support from an organisation or health professional?

☐ Yes

☐ No

Can WHL contact this person?

☐ Yes

☐ No

Please list any support agencies/professionals below.

Agency Name:			
Agency Contact:		Phone:	
Support Type			



## Referring Agency

<b>Agency Name:</b>			
<b>Contact:</b>			
<b>Phone</b>		<b>Fax Number:</b>	
<b>Email:</b>			

## Health and Wellbeing Issues

Please describe briefly any disabilities or health concerns, including mental health issues and ongoing health concerns:


Do you or any member of your household require any modifications or special requirements for housing?

☐ Yes ☐ No (If yes, please describe below)




Please use the space below to note down any other relevant information in application for housing.

[illegible]

## Release of Information Consent and Declaration

I, \_\_\_\_\_ (your name)

give Women's Housing Ltd permission to exchange information, verbal and written with:

\_\_\_\_\_  
(Name of Worker)

\_\_\_\_\_  
(Organisation/Agency)

Information specific to:

- My application for housing
- My income and household size
- Assessing my housing needs and allocation of suitable properties
- Future housing options;

### Applicant Declaration

I believe all the information contained in this application to be true to the best of my ability. I understand that deliberately mislead Women's Housing Ltd, may lead to cancellation of my housing application. I also give you permission to contact anyone mentioned in this application to assist WHL to assess my application.

Signed: \_\_\_\_\_ Date: \_\_\_\_\_ DD / MM / YYYY

### Checklist for supporting documents:-

Before you return this form have you:

- ☐ attached copies of income statements or payslips for all persons over 18 years\*\*
- ☐ attached copies of bank and asset statements
- ☐ attached all other relevant documentation
- ☐ signed the consent and declaration.
- ☐ attached I.D.

**\*\*Please note that your application cannot be processed without income documents.  
Incomplete applications will be rejected**

**When you have completed our application, attach all supporting documents, and return to Women's Housing Ltd:**

**By email:**     [rental.management@womenshousing.com.au](mailto:rental.management@womenshousing.com.au)

**By post:**     Women's Housing Ltd  
Suite 1, Level 1, 21 Cremorne Street  
Cremorne, Victoria, 3121

# Statement of Information for Rental Applicants



*Residential Tenancies Act 1997* Section 145A

*Residential Tenancies Regulations 2021* Regulation 55

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A rental provider must include the information below in a residential rental agreement application form.

## Information for rental applicants

1. Discrimination is treating, or proposing to treat, someone unfavorably 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.

## Help or further information

For further information, visit the Renting section – Consumer Affairs Victoria website at [www.consumer.vic.gov.au/renting](http://www.consumer.vic.gov.au/renting) or call Consumer Affairs Victoria on **1300 55 81 81**.

## Telephone interpreter service

If you have difficulty understanding English, contact the Translating and Interpreting Service (TIS) on 131 450 (for the cost of a local call) and ask to be put through to an Information Officer at Consumer Affairs Victoria on 1300 55 81 81.

### Arabic

إذا كان لديك صعوبة في فهم اللغة الإنكليزية، اتصل بخدمة الترجمة التحريرية والشفوية (TIS) على الرقم 131 450 (بكلفة مكالمة محلية) واطلب أن يوصلوك بموظف معلومات في دائرة شؤون المستهلك في فكتوريا على الرقم 1300 55 81 81.

**Turkish** İngilizce anlamakta güçlük çekiyorsanız, 131 450'den (şehir içi konuşma ücretine) Yazılı ve Sözlü Tercümanlık Servisini (TIS) arayarak 1300 55 81 81 numaralı telefondan Victoria Tüketici İşleri'ni aramalarını ve size bir Danışma Memuru ile görüşturmelerini isteyiniz.

**Vietnamese** Nếu quý vị không hiểu tiếng Anh, xin liên lạc với Dịch Vụ Thông Phiên Dịch (TIS) qua số 131 450 (với giá biểu của cú gọi địa phương) và yêu cầu được nối đường dây tới một Nhân Viên Thông Tin tại Bộ Tiêu Thụ Sự Vụ Victoria (Consumer Affairs Victoria) qua số 1300 55 81 81.

**Somali** Haddii aad dhibaato ku qabto fahmida Ingiriiska, La xirii Adeega Tarjumida iyo Afcelinta (TIS) telefoonka 131 450 (qiimaha meesha aad joogto) weydiisuna in lagugu xiro Sarkaalka Macluumaadka ee Arrimaha Macmiilaha Fiktooriya tel: 1300 55 81 81.

**Chinese** 如果您聽不大懂英語，請打電話給口譯和筆譯服務處，電話：131 450（祇花費一個普通電話費），讓他們幫您接通維多利亞消費者事務處（Consumer Affairs Victoria）的信息官員，電話：1300 55 81 81。

**Serbian** Ako vam je teško da razumete engleski, nazovite Službu prevodioca i tumača (Translating and Interpreting Service – TIS) na 131 450 (po cenu lokalnog poziva) i zamolite ih da vas povežu sa Službenikom za informacije (Information Officer) u Viktorijskoj Službi za potrošačka питања (Consumer Affairs Victoria) na 1300 55 81 81.

**Amharic** በእንግሊዝኛ ቋንቋ ለመረዳት ችግር ካለብዎ የአስተርጓሚ አገልግሎትን (TIS) በስልክ ቁጥር 131 450 (በአካባቢ ስልክ ጥሪ ሂሳብ) በመደወል ለሺክቶሪያ ደንበኞች ጉዳይ ቢሮ በስልክ ቁጥር 1300 55 81 81 ደውሎ ከመረጃ አቅራቢ ሠራተኛ ጋር እንዲያገናኙዎት መጠየቅ።

### Dari

اگر شما مشکل دانستن زبان انگلیسی دارید، با اداره خدمات ترجمانی تحریری و شفاهی (TIS) به شماره 131 450 به قیمت مخابره محلی تماس بگیرید و بخواهید که شما را به کارمند معلومات دفتر امور مهاجرین ویکتوریا به شماره 1300 55 81 81 ارتباط دهد.

**Croatian** Ako nerazumijete dovoljno engleski, nazovite Službu tumača i prevoditelja (TIS) na 131 450 (po cijeni mjesnog poziva) i zamolite da vas spoje s djelatnikom za obavijesti u Consumer Affairs Victoria na 1300 55 81 81.

**Greek** Αν έχετε δυσκολίες στην κατανόηση της αγγλικής γλώσσας, επικοινωνήστε με την Υπηρεσία Μετάφρασης και Διερμηνείας (TIS) στο 131 450 (με το κόστος μιας τοπικής κλήσης) και ζητήστε να σας συνδέσουν με έναν Υπάλληλο Πληροφοριών στην Υπηρεσία Προστασίας Καταναλωτών Βικτώριας (Consumer Affairs Victoria) στον αριθμό 1300 55 81 81.

**Italian** Se avete difficoltà a comprendere l'inglese, contattate il servizio interpreti e traduttori, cioè il Translating and Interpreting Service (TIS) al 131 450 (per il costo di una chiamata locale), e chiedete di essee messi in comunicazione con un operatore addetto alle informazioni del dipartimento "Consumer Affairs Victoria" al numero 1300 55 8