BUCKINGHAM

RESIDENTIAL RENTAL APPLICATION PACK

Victoria | Effective 31 March 2026

Welcome to Buckingham & Company

Thank you for your interest in renting a property through Buckingham & Company. This application pack contains the prescribed Victorian Residential Rental Application form.

APPLICATION INFORMATION

Complete the application
Each prospective renter aged 18 years or over may be asked to complete a separate application form.

Provide requested documents
Please provide only the documents requested in Items 6 and 7 of the prescribed application form.

No application fees
Buckingham & Company does not charge a fee to submit a residential rental application.

Rental bidding is prohibited
Properties are advertised and offered at a fixed rent. Applicants should not offer more than the advertised rent.

Privacy
Personal information is collected and handled for the purpose of assessing the application and in accordance with applicable privacy and residential tenancy requirements.

Tenancy databases
If a tenancy database is used to check an applicant's rental history, the relevant database details must be disclosed in Item 11 of the prescribed application form.

Application outcome
Applications will be assessed based on the information provided. Applicants may contact Buckingham & Company to check the outcome of their application.

SUBMITTING YOUR APPLICATION

Property address: _____

Advertised weekly rent: $_____ per week

Preferred lease commencement date: _____

Property Manager: _____

Email: _____

Phone: _____

Before submitting, please check:

- The prescribed application form has been completed.
- All requested documents have been supplied.
- The information provided is true and correct.
- The application has been signed and dated.

The official prescribed application form follows.

Residential rental application

Residential Tenancies Act 1997 Section 30AC

Residential Tenancies Regulations 2021 Regulation Sections 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?

1. 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.
2. 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

Premises to which the application applies

Address of premises:

[*insert address of premises*]

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*]

Number of occupants

Total number of occupants intended to reside on the premises

[*insert total number of occupants*]

Personal details of applicant

Full name

[*insert name*]

Date of birth

[*insert date of birth*]

Current address

[*insert current address*]

Postcode

[*insert postcode*]

Phone

[*insert phone number*]

Email

[*insert email address*]

Employment details

Current or most recent employer

[*insert name of current or most recent employer*]

Employer address

[*insert employer address*]

Net weekly income

[*insert net weekly income*]

If not currently employed, date on which most recent employment ended:

[*insert most recent date of employment*]

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).

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)

[Rental provider or their agent to indicate requested financial document]

(b)

[Rental provider or their agent to indicate requested financial document]

Verification of identity

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

1. Driver licence
2. Proof of age card (government issued)
3. Medicare card
4. Australian passport
5. Foreign passport and Australian visa
6. Birth certificate
7. Certificate of Australian citizenship
8. Tertiary student identification card
9. Centrelink card
10. Department of Veterans' Affairs card
11. Utilities bill at current address
12. 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]

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: _____

[*insert previous address*]

Postcode:

[*insert postcode*]

Period of residence at address:

[*insert date you started living at this property and the date you vacated 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*]

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:

[*insert referee's name*]

Phone:

[*insert referee's phone number*]

Email:

[*insert referee's email address*]

Referee's connection to applicant:

[*insert referee's connection to the applicant*]

Referee 2

Name:

[*insert referee's name*]

Phone:

[*insert referee's phone number*]

Email:

[*insert referee's email address*]

Referee's connection to applicant:

[*insert referee's connection to the applicant*]

Term of rental agreement

Desired lease term (e.g. 6 months, 12 months, 24 months):

[*insert preferred lease term*]

Preferred move in date:

[*insert preferred move in date*]

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
[*insert tenancy database name*]	[*insert tenancy database phone number*]	[*insert tenancy database web address*]
[*insert tenancy database name*]	[*insert tenancy database phone number*]	[*insert tenancy database web address*]
[*insert tenancy database name*]	[*insert tenancy database phone number*]	[*insert tenancy database web address*]

Signature

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

Print name:

[*insert name*]

Signature:

[*insert signature*]

Date:

[*insert date*]

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

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").

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.

No application fees

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

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.

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 for the purposes of processing this rental application.

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.

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.

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.

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.

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.

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.

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.

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 the 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.

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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.

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 11.

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.

Help or further information

For further information, visit the renting section – Consumer Affairs Victoria website at www.consumer.vic.gov.au/renting or call the Consumer Affairs Victoria Helpline 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 450 131 (بكلفة مكالمة محلية) واطلب أن يوصلوك بموظف معلومات في دائرة شؤون المستهلك في فكتوريا على الرقم 81 81 55 1300.

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

Vietnamese Nếu quí 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 xiriir 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 Ако вам је тешко да разумете енглески, назовите Службу преводилаца и тумача (Translating and Interpreting Service – TIS) на 131 450 (по цену локалног позива) и замолите их да вас повежу са Службеником за информације (Information Officer) у Викторијској Служби за потрошачка питања (Consumer Affairs Victoria) на 1300 55 81 81.

Amharic በእንግሊዝኛ ቋንቋ ለመረዳት ችግር ካለብዎ የአስተርጓሚ አገልግሎትን (TIS) በስልክ ቁጥር 131 450 (በአካባቢ ስልክ ጥሪ ሂሳብ) በመደወል ለቪክቶሪያ ደንበኞች ጉዳይ ቢሮ በስልክ ቁጥር 1300 55 81 81 ደውሎ ከመረጃ አቅራቢ ሠራተኛ ጋር እንዲያገናኝዎት 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 81 81 55 1300 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 81 81.