

# Rental application (Form 22)

Residential Tenancies and Rooming Accommodation Act 2008  
(Sections 57B–57D and 457C–457E, 458A, 458B)

**This rental application form should be used by all applicants and property managers or owners for residential tenancies. For more information about your rights and responsibilities, please see our [Application process webpage](#).**

## Information to complete this application

If there is more than 1 applicant applying for the same property, each applicant needs to complete a separate application form (e.g. if applying with a partner, spouse or friends each person needs to complete a separate application form).

Property managers/owners should indicate on the application form ways to submit an application under item 3, and documents requested under items 7, 8 and 9 as well as provide information regarding tenancy databases under item 15.

Applicants should complete all other items on the form.

### 1 Property manager/owner details

Full name			
Phone		Email	
Agency details (if applicable)			

### 2 Address of the premises

	Postcode	

### 3 Ways to submit your application

*Note: The property manager/owner should indicate the submission methods*

Submit your application using one of the following two methods:

1	
2	

### 4 Number of occupants

Total number of occupants (including those under 18 years of age) intended to reside on the premises

Number of occupants under 18 years of age

### 5 Applicant details

#### Personal details

Full name			Date of birth	
Current address				
			Postcode	
Phone		Email		

### 6 Employment details

Current employer			
Job title			
Length of employment		Gross weekly income	

*Note: If you cannot provide details of your current employment or income, please provide other details about your ability to pay rent under item 7, Financial information.*

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## 7 Financial information

*Note: The property manager/owner should indicate which financial information documents are requested.*

Please provide the following documents to verify your ability to pay rent

1	
2	

Examples: most recent pay slips, bank statements (without transaction details), other financial documents (as requested by the property manager/owner). Note: Required documents may vary depending on individual circumstances, refer to the property manager/owner requirements.

### If not receiving regular income (e.g. self-employed, casual, freelance, between employment)

Please provide details of previous employment or other documents supporting your financial ability to pay rent, such as:

- Pay slips from previous employment
- Bank statements (**without transaction details**)
- Centrelink payment statements/letters
- Proof of savings or assets

• Other	
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## 8 Verification of identity

*Note: The property manager/owner should indicate which identity documents are requested.*

Please provide the following documents to verify your identity. You should discuss the most suitable method of identity verification if you are unable to provide the requested documents

1	
2	

*Note: If you are providing copies of identification documents, your personal information must be stored securely. If your application is unsuccessful, the property manager or owner must destroy this information within 3 months of the relevant tenancy commencing, unless you otherwise consent for information to be held for a longer period.*

## 9 Applicant suitability

*Note: The property manager/owner should indicate which documents are requested.*

Please provide the following documents to support your suitability

1	
2	

*Note: Where an applicant may be unable to provide the requested documentation, they should discuss with the property manager/owner other alternative suitable documentation.*

## 10 Rental history (if you do not have a rental history, leave this section blank)

### Property 1

Current/previous address			
		Postcode	
Rental period (Start – End)			
Property manager/owner <b>name</b>			
Property manager/owner <b>email</b>			
Property manager/owner <b>phone</b>			

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## Property 2

Previous address			
		Postcode	
Rental period (Start – End)			
Property manager/owner <b>name</b>			
Property manager/owner <b>email</b>			
Property manager/owner <b>phone</b>			

## 11 References

Please provide 2 referees who can verify your ability to care for the premises

Name			
Phone		Email	
Referee's connection to applicant			

Name			
Phone		Email	
Referee's connection to applicant			

## 12 Pet details

Do you intend to keep any pets at the premises? ☐ Yes ☐ No

If yes, provide details

Type/s of pets	
Number of pets	

Other information about any pets (optional)

Examples: The pet's age, temperament, training, whether the pet is to be kept inside and/or outside, photos of any pets or their enclosures

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*Note: If a pet is to be kept at the premises, the tenancy agreement may contain additional reasonable conditions such as requiring the tenant to do pest control and carpet cleaning.*

## 13 Vehicle details

Will any vehicles be parked at the premises? ☐ Yes ☐ No

If yes, please specify the number of vehicles

Cars  Trailers  Caravans  Heavy vehicles  Boats  Other motor vehicles

*Note: If vehicles are to be parked on the premises the property manager/owner may require additional conditions in the tenancy agreement such as the requirement for vehicles to be parked in a dedicated parking space, driveway, park or body corporate rules relating to vehicles.*

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## 14 Term of tenancy

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

## 15 Tenancy databases

A property manager/owner can use tenancy databases to check an applicant's tenancy history.

The following databases may be used to check an applicant's tenancy history. An applicant may contact the tenancy databases using the following details.

Tenancy database	Phone number	Web address

## 16 Submission confirmation: Your application will not be processed unless all required documents are submitted

Print name

Signature

Date

## Help or further information

For further information, visit the Residential Tenancies Authority (RTA) website at [rta.qld.gov.au](http://rta.qld.gov.au) or call the RTA's Contact Centre on 1300 366 311.

## Important information:

- Application form:** Property managers and owners must use a standardised tenancy application form which complies with the *Residential Tenancies and Rooming Accommodation Act 2008* (the Act) and the *Residential Tenancies and Rooming Accommodation Regulation 2009* (the Regulation).
- Exemptions:** Relevant lessors, as defined under section 57B(7) of the Act, are not required to use this standardised application form.
- Ways to submit applications:** Applicants must be given at least 2 different ways to submit their application, one of which must not be a restricted way. Restricted ways are:
  - where an applicant is required to provide their personal information through an online platform to someone who is not the property manager or owner, but who is collecting the information on behalf of the property manager or owner, and/or
  - a method that incurs a cost to the applicant such as an application fee or the cost to conduct a background check.
- Request for information from applicants:** Applicants can only be asked for specific details, including proof of identity, financial ability to pay rent, documents assessing their suitability and references. Applicants cannot be asked to provide information such as details about legal actions they have taken, including previous tenancy disputes or matters considered by the tribunal, history of rental bond claims, breach notices given by and to the applicant, and statements of credit accounts or bank accounts detailing transactions.
- Verifying identity:** An applicant can prove their identity either by presenting the original documents or providing a copy. The property manager or owner must not keep a copy of the original documents unless the applicant has given their consent. No consent is required if a copy of the documents is provided instead of the original.
- The information provided must be used solely to assess an applicant's suitability as a tenant.
- An applicant's personal information must be stored securely and only used for the application process.
- An applicant should ensure that they keep a copy of their application form for their records.
- If an applicant does not have the requested documentation, they should discuss with the property manager or owner what other documentation may be suitable.

Failure to comply with application process requirements is an offence, with a maximum penalty of 20 penalty units.

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## Discrimination in accommodation

If an applicant believes they are unlawfully being discriminated against, they should contact the Queensland Human Rights Commission.

The Commission handles complaints of discrimination, including those based on race, gender, age, disability, relationship status, sexuality, and other protected attributes under the Queensland *Anti-Discrimination Act 1991*. The Commission can provide guidance on how to file a complaint and assist in resolving issues related to unlawful discrimination.

## Assessment of an application

A property manager or owner will assess the suitability of an applicant based on the information provided, including checking tenancy databases identified in Item 15. If an applicant is listed on a tenancy database, they will be informed of the listing details. For more information visit the RTA's website.

An applicant should ensure that they complete the application in full with true and correct information.

A property manager or owner is not required to provide reasons to an applicant on why their application is unsuccessful.

### For office use only

Received by

Date received

Application submitted by    Email ☐    In-person ☐    Postal mail ☐    Other ☐

Verification of identity completed    ☐ Yes    ☐ No

Required documents attached    ☐ Yes    ☐ No

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## Telephone interpreter service



If you have difficulty understanding English, you can access a [free interpreter service](#) by calling the RTA (Monday to Friday, 8:30am to 5:00pm – AEST time zone).

Calling from within Australia – Call 1300 366 311.

Calling from overseas – International callers +61 7 3224 1600 (+10 hours UTC)

## Arabic

يمكنك الوصول إلى الدعم من RTA عن طريق الاتصال بالرقم **1300 366 311** (من داخل أستراليا) أو **+61 7 3224 1600** (من خارج أستراليا)، من الاثنين إلى الجمعة، من الساعة 8:30 صباحاً إلى 5:00 مساءً بتوقيت شرق أستراليا. ويمكنك الوصول إلى خدمة الترجمة المجانية عند الاتصال بهذا الرقم.

## Punjabi

ਤੁਸੀਂ RTA ਕੋਲੋਂ ਸਹਾਇਤਾ ਪ੍ਰਾਪਤ ਕਰਨ ਲਈ: **1300 366 311** (ਆਸਟ੍ਰੇਲੀਆ ਵਿੱਚ) ਜਾਂ **+61 7 3224 1600** (ਆਸਟ੍ਰੇਲੀਆ ਤੋਂ ਬਾਹਰ) 'ਤੇ ਸੋਮਵਾਰ ਤੋਂ ਸ਼ੁੱਕਰਵਾਰ, 8:30 ਸਵੇਰ ਤੋਂ 5:00 ਸ਼ਾਮ AEST 'ਤੇ ਫੋਨ ਕਰ ਸਕਦੇ ਹੋ। ਜਦੋਂ ਤੁਸੀਂ ਇਸ ਨੰਬਰ 'ਤੇ ਫੋਨ ਕਰੋਗੇ ਤਾਂ ਤੁਹਾਨੂੰ ਮੁਫਤ ਦੁਬਾਸ਼ੀਆ ਸੇਵਾ ਵੀ ਮਿਲ ਸਕਦੀ ਹੈ।

## Japanese

RTAによるサポートにアクセスするには、月曜日から金曜日の午前8時30分から午後5時まで（AESTオーストラリア東部標準時）に電話番号 **1300 366 311**（オーストラリア国内）または **+61 7 3224 1600**（オーストラリア国外）に電話してください。この番号に電話すると、無料の通訳サービスにアクセスできます。

## Korean

RTA의 지원 서비스를 이용하려면 **1300 366 311** (호주 국내) 또는 **+61 7 3224 1600** (호주 국외)번으로 전화하십시오(월요일~금요일, 호주 동부표준시 기준 오전 8:30~오후 5:00). 이 번호로 전화하면 무료 통역 서비스를 이용할 수 있습니다.

## Simplified Chinese

若需 RTA 支持服务，请致电 **1300 366 311**（澳大利亚境内）或 **+61 7 3224 1600** 澳大利亚境外），工作时间为周一至周五上午 8:30 至下午 5:00（澳大利亚东部标准时间）。拨打此号码可获取免费口译服务。

## Spanish

Puede acceder a la ayuda de la RTA llamando al **1300 366 311** (dentro de Australia) o al **+61 7 3224 1600** (desde fuera de Australia), de lunes a viernes, de 8:30am a 5:00pm hora estándar del este de Australia (AEST). Si llama a este número, podrá acceder a un servicio de intérprete sin cargo.

## Traditional Chinese

您可以於澳洲東部標準時間星期一至星期五上午8時30分至下午5時致電**1300 366 311**（澳洲境內）或 **+61 7 3224 1600**（澳洲境外）獲取RTA的援助。致電時，您可以使用免費傳譯服務。

## Vietnamese

Quý vị có thể xin RTA hỗ trợ bằng cách gọi số **1300 366 311** (trong nước Úc) hoặc **+61 7 3224 1600** (bên ngoài nước Úc), từ Thứ Hai đến Thứ Sáu, 8:30 sáng đến 5:00 chiều AEST. Quý vị có thể sử dụng dịch vụ thông dịch miễn phí khi gọi đến số này.

Agency Name: Ray White Alliance  
Address: 2/2 Fortune St, Coomera, QLD 4209  
Phone Number: (07) 562 11507  
Email Address: padmin.coomera@raywhite.com

The Ray White logo is located in the top right corner of the document. It consists of the words "RayWhite" in a bold, sans-serif font, with "Ray" in black and "White" in white, set against a yellow rectangular background.

## Privacy Policy

Ray White is an independently owned and operated business. Our complete privacy policy can be found on our website or at <https://www.raywhite.com/franchisee-privacy-policy/>. If you believe that your privacy has been breached, please contact us using the contact details on our website and provide details of the incident so that we can investigate it. Our procedure for investigating and dealing with privacy breaches is set out in our current complaints handling procedures.

We collect personal information in this form to assess your application for a residential tenancy. You also consent to us using your information for the purposes of direct marketing, business research and customer satisfaction enquiries. We may need to collect information about you from your referees. Your consent to us collecting this information is set out below.

We may disclose personal information about you to the owner of the property to which this application relates. If this application is successful we may disclose your details to service providers relevant to the tenancy relationship including but not limited to, maintenance contractors, salespeople, tenancy databases, owners insurers. We may also send personal information about you to the owners of any other properties at your request. Should your application be approved, please note that the tenancy agreement is a legally binding contract between you and the lessor. Our agency acts on behalf of the lessor and is responsible for managing the property. As such, your personal information will be made available to the lessor, as the property owner, in connection with the tenancy.

You have the right to access personal information that we hold about you by contacting our privacy officer or our website.

If you do not complete this form or do not sign the consent below then your application for a residential tenancy may not be considered by the owner of the relevant property or, if considered, may be rejected.

**Applicant Name:**

**Signature:**

**Date:**

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## Consent

I, the Applicant, acknowledge that I have read the Privacy Statement above and the privacy policy of Ray White via the website link provided. I authorise the agency and its representatives to collect, use, and disclose my personal information as necessary for assessing my tenancy application. This includes contacting the references listed in my application and accessing any relevant tenancy default databases as outlined.

I also understand that if my application is approved, the collection, use, and disclosure of my personal information will continue to be governed by the Privacy Statement and the agency's Privacy Policy throughout the tenancy.

I authorise the agency to disclose:

- Details about any default by me under the tenancy to which the application relates, to any tenancy default database to which the agency has outlined on the tenancy application form.
- Personal information collected about me to the owner of the property even if the owner is resident outside Australia
- Personal information collected about me to any third parties – valuers, contractors, sales people, insurance companies, bodies corporate, other agents and tenancy default databases to which it is reasonably necessary to disclose in relation to the tenancy agreement.

Your personal information may be stored in the cloud in an overseas country and, while you continue to use our services, you consent to your information being disclosed in this manner. We take reasonable steps to ensure that the overseas recipients of your personal information do not breach the privacy obligations relating to your personal information.

If my rental application is accepted by the lessor/property owner, I acknowledge that the agency (acting on behalf of the lessor) will require me to sign an RTA Form 18a General Tenancy Agreement and pay the applicable rent and/or bond within a reasonable timeframe. I understand that all required tenancy documentation will be provided to me before any payment is collected.

**Applicant Name:**

**Signature:**

**Date:**



Agency Name: Ray White Alliance  
Address: 2/2 Fortune St, Coomera, QLD 4209  
Phone Number: (07) 562 11507  
Email Address: pmadmin.coomera@raywhite.com

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## Consent to Seek Reference/s

I, the applicant named below, give permission to the agency identified above to contact the individuals and organisations listed in my tenancy application to request information about me, including personal details, for the purpose of evaluating my suitability as a tenant.

I understand that any information gathered will be used exclusively to assess this application and will be handled in accordance with the confidentiality requirements outlined in the *Residential Tenancies and Rooming Accommodation Act 2008 (QLD)*.

**Applicant Name:**

**Applicant Signature:**

**Date:**

Agency Name: Ray White Alliance  
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## **AILO – Fees and Charges (Example Only)**

For renters, the Ailo app is free to download. Ailo offers a number of rent payment methods and some of these incur a small fee however, a once-off manual transfer from your bank account through Ailo to pay rent is **free**. Saving your bank account details incur a fee for each payment (direct debit), and via debit and credit card also incurs a fee for each payment. Ailo does offer a fee waiver program for eligible concession and card holders. You can find more information on rent payments via <https://ailo.io/blog/how-to-pay-rent-with-ailo>.

### **Rent payments Via Ailo App:**

- Rent Payments Via Ailo App: Manual One-Off Transfer (From Bank Account) - Free
- Direct Debit, Either Manual or Auto (From Bank Account) - Free
- Debit Card - 0.95% Service Fee per payment
- Credit Card - 1.5% Service Fee per payment

I, the applicant, have read the above information regarding the AILO app and payment system used by the agency and acknowledge that if approved and by signing below, I will be liable for these fees and charges.

Note: If you do not feel these payment methods via AILO are reasonably accessible to you, please contact us prior to signing this disclosure.

**Applicant Name:**

**Applicant Signature:**

**Date:**