

# 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	Ray White North Lakes T/A Suhle Property Group		
Phone	07 3482 3501	Email	reception.northlakes@raywhite.com
Agency details (if applicable)	1/13 Discovery Drive, North Lakes QLD 4509		

### 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	Inspect Real Estate - Online
2	Website - Print paper application and fill in or fill in application via PDF (must be dropped off to office or emailed)

### 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.*

# Rental application (Form 22)

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

## 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 | 2x Most recent payslips  |
| 2 | Bank statement for the last 3 months (without transaction details) |

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

## 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 | Photo identification - Drivers license, passport or proof of age card |
| 2 | Medicare card   |

*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 | Tenant ledger for current tenancy (without showing details of bond) |
| 2 | Rental reference letter (agent or private landlord)                 |

*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>			

# Rental application (Form 22)

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

## 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

--

*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.*

# Rental application (Form 22)

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

## 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
TICA	(02) 9743 1800	tica.com.au
Equifax	138 332	equifax.com.au

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

Print name	Signature	Date
<input type="text"/>	<input type="text"/>	<input type="text"/>

## 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.



## PRIVACY STATEMENT

We are an independently owned and operated business – Ray White North Lakes. Our complete privacy policy can be found on our website. 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 current or previous landlords or letting agents, your current or previous employer and 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 maintenance contractors and the owners insurers. We may also send personal information about you to the owners of any other properties at your request. 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.

## Consent

I, the Applicant, acknowledge that I have read the Privacy Statement above and the privacy policy of the Ray White North Lakes. I authorise Ray White North Lakes and the Agent to collect information about me from:

1. My current and previous letting agents, landlords, current and previous employers;
2. My personal referees;
3. Any Tenancy Default Database which may contain personal information about me.

I authorise Ray White North Lakes to disclose:

- Details about any default by me under the tenancy to which the application relates, to any tenancy default database to which Ray White North Lakes or the Agent subscribes, including Tenancy Information Centre of Australia (TICA), National Tenancy Database (NTD) and/or Trading Reference Australia (TRA)
- 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.

As your information may be emailed or stored in the cloud, we cannot ensure that overseas recipients to whom your information is disclosed will not breach the Australian Privacy Principles in relation to your information. Acknowledging that this is so, you consent to your information being emailed and stored in the cloud. Where "Connect Now" is requested by me to arrange for the provision of connection and disconnection services, I consent to "Connect Now" disclosing personal information about me to utility service providers for that purpose and to obtain confirmation of the connection or disconnection. I consent to "Connect Now" disclosing confirmation details (including NMI, MIRN and telephone number) to Ray White North Lakes and the Agent. I acknowledge that "Connect Now", Ray White North Lakes and the Agent do not accept any responsibility for any delay in, or failure to arrange or provide for any connection or disconnection of a utility, or for any loss in connection with such delay or failure. Ray White North Lakes and the Agent have a commercial relationship with "Connect Now". I acknowledge that "Connect Now", Ray White North Lakes and the Agent and its employees may receive a fee and/or benefit from a utility service provider in relation to the disconnection, reconnection or connection of a utility service. I also acknowledge, while there is no charge to me for the "Connect Now" service; normal service provider fees or bonds may apply for which I am responsible.

\_\_\_\_\_  
Applicants Full Name (Please Print)

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

Ray White North Lakes | 07 3482 3501  
1/13 Discovery Drive, North Lakes 4509 QLD  
PO BOX 713, North Lakes Qld 4509  
[www.raywhitenorthlakes.com.au](http://www.raywhitenorthlakes.com.au)

## AILO – FEES & CHARGES

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. A one-off transfer from your bank account to pay rent is free. Saving your bank account details incur a 0.25% fee for each payment, saving your debit card incurs a 0.95% fee, and saving your credit card incur a 1.5% fee. Ailo has a fee waiver program for eligible concession card holders.

### Rent Payments Via Ailo App:

Manual One-Off Transfer (From Bank Account) - Free

Direct Debit, Either Manual or Auto (From Bank Account) - 0.25% Fee

Debit Card - 0.95% Fee

Credit Card - 1.5% Fee

### Bill Payments Via Ailo App:

Direct Debit from Bank Account - 0.25% Fee

Direct Debit via Support Team - 0.25% Fee

Debit Card - 0.95% Fee

Credit Card - 1.5% Fee

Note: If you hold any of the below concession cards, simply contact the Ailo support team to apply for a fee waiver. The Ailo team could help you set up a direct debit straight from your bank account and waive the fees for you.

- Department of Veteran Affairs Gold Card (DVA)
- Pensioner Concession Card
- Low Income Health Care Card
- Commonwealth Seniors Card
- Disability Support Pension Card (DSP)

I, the Applicant, have read the above information regarding the AILO app & payment system used by Ray White North Lakes & acknowledge that if approved I will be liable for these fees & charges.

\_\_\_\_\_  
Applicants Full Name (Please Print)

\_\_\_\_\_  
Signature

\_\_\_\_/\_\_\_\_/\_\_\_\_  
Date

Ray White North Lakes | 07 3482 3501  
1/13 Discovery Drive, North Lakes 4509 QLD  
PO BOX 713, North Lakes Qld 4509  
[www.raywhitenorthlakes.com.au](http://www.raywhitenorthlakes.com.au)

# Rental application (Form 22)

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



## 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	<input type="text"/>			
Date received	<input type="text"/>			
Application submitted by	Email <input type="checkbox"/>	In-person <input type="checkbox"/>	Postal mail <input type="checkbox"/>	Other <input type="checkbox"/>
Verification of identity completed	<input type="checkbox"/> Yes	<input type="checkbox"/> No		
Required documents attached	<input type="checkbox"/> Yes	<input type="checkbox"/> No		






# Rental application (Form 22)

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

## 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 ਫ਼ੋਨ ਕਰ ਸਕਦੇ ਹੋ। ਜਦੋਂ ਤੁਸੀਂ ਇਸ ਨੰਬਰ 'ਤੇ ਫ਼ੋਨ 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.