

Rental application (Form 22)

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



This rental application form is intended for use by all prospective tenants and property managers/owners for residential tenancies. For more information about your rights and responsibilities, please see our [Application process webpage](#).

Important Information:

- Application form:** Property managers/owners are required to use a standardised tenancy application form for residential tenancies. This form ensures compliance with the *Residential Tenancies and Rooming Accommodation Act 2008* (the Act) and the *Residential Tenancies and Rooming Accommodation and Other Legislation Amendment Regulation 2025*.
An application form must comply with the standardised form prescribed under the Act and regulations. **Failure to comply is an offence under the legislation, with a maximum penalty of 20 penalty units.**
- Exemptions:** Application form requirements for residential tenancies do not apply to relevant lessors. The Act outlines who qualifies as a relevant lessor.
- Ways to submit applications:** A property manager/owner must provide at least 2 different ways for a prospective tenant to submit their applications. One of the ways must not be restrictive. Restrictive ways refer to:
 - where a prospective tenant is required to provide their personal information through an online platform to someone who is not the property manager/owner or a real estate agent, but who is collecting the information on behalf of the property manager/owner, and
 - a method that incurs a cost to the prospective tenant such as an application fee or the cost to conduct a background check.

Failure to comply is an offence under the legislation, with a maximum penalty of 20 penalty units.

- Request for information from a prospective tenant:** When a property manager/owner requests personal information, they are only permitted to ask for specific details, including proof of identity, financial ability to pay rent, and references. They are not allowed to request information such as details about legal actions taken by the prospective tenant, including disputes or matters considered by the tribunal, history of rental bond claims, breach notices given by the prospective tenant, and statements of credit accounts or bank accounts detailing transactions. *This restriction is not extended to any third party.* **It is an offence for a property manager/owner to ask questions other than those prescribed under the legislation.**
- Verifying identity:** When proving identity, a prospective tenant can either present the original documents or provide a copy. The property manager or owner is not allowed to keep a copy of the original documents unless consent is given. **The maximum penalty for keeping a copy of the original identity document without a prospective tenant's consent is 20 penalty units.**

Discrimination in accommodation: The *Anti-Discrimination Act 1991* makes discrimination in accommodation against the law. If a prospective tenant believes they are 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 discrimination.

Submission of application

Ways to submit your application

In accordance with the *Residential Tenancies and Rooming Accommodation Act 2008*, you may submit your application via any of the following methods.

Email			
In-person submission			
Postal mail			
		Postcode	
Other			

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(Sections 57B–57D and 457C–457E)



1 Address of the premises

	Postcode	

2 Number of occupants

Number of occupants intended to reside in the premises

Number of occupants under 18 years of age

3 Prospective tenant/s details

Note: If there are more than 3 prospective tenants, prospective tenants may need to complete multiple forms to capture the details of each prospective tenant.

Tenant 1

Tenant 1 – Personal details

Full name				Date of birth	
Current address					
				Postcode	
Phone		Email			

Tenant 1 – Employment details

Current employer				
Job title				
Length of employment		Gross weekly income		

Tenant 1 – Financial Information

Can you provide documents verifying your ability to pay rent? Yes ☐ No ☐

If yes, please attach documents.

Examples: pay slips, bank statements (without transaction details), other financial documents.

Note: No more than two documents showing the prospective tenant's financial ability to pay rent can be requested.

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

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**) to demonstrate proof of savings or assets
- Centrelink payment statements/letters
- Proof of savings or assets

Tenant 1 – Rental history (if applicable)

Property 1

Previous address			
		Postcode	
Rental period (Start – End)			
Property manager/owner name			
Property manager/owner contact			

Rental application (Form 22)

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

Property 2

Previous address			
		Postcode	
Rental period (Start – End)			
Property manager/owner name			
Property manager/owner contact			

Tenant 1 – References

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

Name			
Contact			
Referee's connection to prospective tenant			

Name			
Contact			
Referee's connection to prospective tenant			

Tenant 2 (if applicable)

Tenant 2 – Personal details

Full name				Date of birth	
Current address					
				Postcode	
Phone		Email			

Tenant 2 – Employment details

Current employer				
Job title				
Length of employment		Gross weekly income		

Tenant 2 – Financial Information

Can you provide documents verifying your ability to pay rent? Yes ☐ No ☐

If yes, please attach documents.

Examples: pay slips, bank statements (without transaction details), other financial documents.

Note: No more than two documents showing the prospective tenant's financial ability to pay rent can be requested.

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

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

- Pay slips from previous employment
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Rental application (Form 22)

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

Tenant 2 – Rental history (if applicable)

Property 1

Previous address			
		Postcode	
Rental period (Start – End)			
Property manager/owner name			
Property manager/owner contact			

Property 2

Previous address			
		Postcode	
Rental period (Start – End)			
Property manager/owner name			
Property manager/owner contact			

Tenant 2 – References

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

Name			
Contact			
Referee's connection to prospective tenant			

Name			
Contact			
Referee's connection to prospective tenant			

Tenant 3 (if applicable)

Tenant 3 – Personal details

Full name			Date of birth	
Current address				
			Postcode	
Phone		Email		

Tenant 3 – Employment details

Current employer				
Job title				
Length of employment		Gross weekly income		

Rental application (Form 22)

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

Tenant 3 – Financial Information

Can you provide documents verifying your ability to pay rent? Yes ☐ No ☐

If yes, please attach documents.

Examples: pay slips, bank statements (without transaction details), other financial documents.

Note: No more than two documents showing the prospective tenant's financial ability to pay rent can be requested.

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

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**) to demonstrate proof of savings or assets
- Centrelink payment statements/letters
- Proof of savings or assets

Tenant 3 – Rental history (if applicable)

Property 1

Previous address			
		Postcode	
Rental period (Start – End)			
Property manager/owner name			
Property manager/owner contact			

Property 2

Previous address			
		Postcode	
Rental period (Start – End)			
Property manager/owner name			
Property manager/owner contact			

Tenant 3 – References

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

Name		
Contact		
Referee's connection to prospective tenant		

Name		
Contact		
Referee's connection to prospective tenant		

Rental application (Form 22)

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

4 Pet details (if applicable)

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

If yes, provide details

Type/s of pets	
Breed/s	
Size/Weight	

Other information you would like to share about the suitability of the pet proposed to be kept in the rental property to help the property owner to make an informed decision (optional)

- the pet's age, temperament, training
- whether the rental property is suitable for keeping this type of pet (i.e. size of property, outdoor areas, fencing requirements)
- whether the pet is permitted under the local council by-laws or any applicable body-corporate by-laws
- whether you intend to keep the pet inside and/or outside, or in an appropriate enclosure
- photo of pet (if applicable)
- photo of enclosure for pet (if applicable)

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Note: Parties to the tenancy should include in the tenancy agreement if there are any additional conditions that apply, such as who is responsible for pest control and carpet cleaning.

5 Vehicle details (if applicable)

Will you be parking any vehicles on the premises? ☐ Yes ☐ No

If yes, please specify the number and types of vehicles

Vehicle	No.	Type
Boats		
Caravans		
Heavy vehicles		
Trailers		
Other motor vehicles		

Note: Parties to the tenancy should include in the tenancy agreement any additional conditions that apply, such as the requirement for vehicles to be parked in a dedicated parking space or driveway or park or body corporate rules relating to vehicles.

6 Term of tenancy

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

Rental application (Form 22)

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(Sections 57B–57D and 457C–457E)

7 Verification of identity

Property manager/owner requests to verify identity ☐ Yes ☐ No

If the property manager/owner requests to verify your identity, the Act allows identity verification by:

- providing a copy of your original identity document, or
- allowing the property manager/owner to sight your original document in person.

☐ I elect to provide copies of my original identity document/s to the property manager/owner.

☐ I elect to permit the property manager/owner to view my original identity document/s.

Property managers/owners cannot keep a copy or record details of your identity documents sighted in person without your consent.

☐ I consent to the property manager/owner retaining copies of my original identity document/s.

8 Prospective tenant acknowledgement and consent

By signing this form, you acknowledge and consent to the following:

1. Collection of personal information: You understand that the information provided will be used solely to assess your suitability as a tenant.
2. Use of your personal information: Your personal information will be stored securely and only used for the application process.
3. No unauthorised copies: The property manager/owner will not retain any copies of your original identity documents without your consent.
4. Compliance with legislation: This application complies with the *Residential Tenancies and Rooming Accommodation Act 2008*, including all protections for your personal information and rights.
5. Submission confirmation: Your application will not be processed unless all required documents are submitted.

Print name/s

Signature/s

Date

1.			
2.			
3.			

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

Help or further information

For further information, visit the Residential Tenancies Authority (RTA) website at rta.qld.gov.au or call the RTA's contact center on 1300 366 311.

Do not send this form to the RTA. Give this form to your property owner/s and keep a copy for your records.



Rental application (Form 22)

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



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.

PRIVACY POLICY

Ray White is an independently owned and operated business. Our complete privacy policy can be found on our website. If you believe that your privacy has been breached, please contact us by 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 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 properties at your request.

You have the right to access personal information that we hold about you by contacting our privacy office or the contact details on 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.

Our complete privacy policy can be found at www.raywhite.com/franchisee-privacy-policy/

CONSENT

I, the applicant, acknowledge that I have read the Privacy Statement and the Privacy Policy of Ray White. I authorize Ray White and the agent to collect information about me from:

1. My previous letting agents, landlords, current and previous employers
2. My personal referees
3. Ray White may use one or more of the following residential tenancy databases (RTDs) to check my tenancy history for the purpose of deciding whether the landlord should enter into a tenancy agreement with me:
 - a. The landlord may use:
NTD 1300 563 826 ntd.net.au | TICA 1902 220 346 tica.com.au | RPDATA 1300 734 318 rpdata.com
BARCLAY MIS 1300 883 916 barclaysmis.com.au | TRA 02 9363 9244 tradingreference.com
 - b. You may contact an RTD about personal information held about you by using the contact details provided above.
4. Personal information collected about me to the owner of the property even if the owner is resident outside Australia.
5. 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 arrangement.

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.

I consent to Ray White disclosing confirmation details (including NMI, MIRN and telephone number) to the utility service provider and the agent. I acknowledge that Ray White Home Now, Ray White 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. I acknowledge that Ray White Home Now, Ray White and the agent and its employees may receive a fee and/or benefit from a utility service provider in relation to the connection of a utility service. I also acknowledge, while there is no charge to me for the Ray White Home Now service; normal service provider fees or bonds may apply for which I am responsible.

I ACKNOWLEDGE THAT THIS APPLICATION IS SUBJECT TO THE APPROVAL OF THE OWNER. I DECLARE THAT ALL INFORMATION CONTAINED IN THIS APPLICATION IS TRUE AND CORRECT AND GIVEN OF MY OWN FREE WILL. I DECLARE THAT I HAVE INSPECTED THE PREMISES AND AM SATISFIED WITH THE CURRENT CONDITION AND CLEANLINESS OF THE PROPERTY.

Signature _____

Date _____