

# 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	All Property Rentals		
Phone	07 5462 2636	Email	rentals@allpropertygatton.com
Agency details (if applicable)	Gatton Realty P/L T/A All Property Rentals		

### 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	Email: rentals@allpropertygatton.com
2	Hard copy delivered to Agency office at 61 Railway Street, Gatton, Qld, 4343

### 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	Most recent Pay Slip
2	Most Recent Bank Statement

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 (eg. driver's licence, passport, or proof of age card etc)
2	Personal Identification Documents (eg. medicare card, utilities invoice, birth certificate, etc )

*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	Previous Rental History Documents (Eg. Tenant ledger etc)
2	Current Employment Documents (Eg. Letter of offer, employment contract etc)

*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 name	
Property manager/owner email	
Property manager/owner phone	

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## Property 2

Previous address	
	Postcode
Rental period (Start - End)	
Property manager/owner name	
Property manager/owner email	
Property manager/owner phone	

## 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.*

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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
TICA	(02) 9743 1800	<a href="http://www.tica.com.au">www.tica.com.au</a>

## 16 Submission confirmation:

Your application will not be processed unless all required documents are submitted

Print name

Signature

Date

Print name	Signature	Date
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## 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 2025* (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** (ਆਸਟ੍ਰੋਲੀਆ ਵਿੱਚ) ਜਾਂ **+61 7 3224 1600** (ਆਸਟ੍ਰੋਲੀਆ ਤੋਂ ਬਾਹਰ) 'ਤੇ ਸੇਮਵਾਰ ਤੋਂ ਸੁੱਕਰਵਾਰ, 8:30 ਸਵੇਰੇ ਤੋਂ 5:00 ਸ਼ਾਮ AEST 'ਤੇ ਫੋਨ ਕਰ ਸਕਦੇ ਹੋ। ਜਦੋਂ ਤੁਸੀਂ ਇਸ ਨੰਬਰ 'ਤੇ ਫੋਨ ਕਰੋਗੇ ਤਾਂ ਤੁਹਾਨੂੰ ਮੁਫ਼ਤ ਦੁਭਾਸ਼ੀਆ 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** (澳洲境内) 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.



**All Property Rentals**  
**Privacy and Consent Form for Prospective Tenants**

Applicant(s) Name(s): \_\_\_\_\_

Property Applied For: \_\_\_\_\_

Date of Application: \_\_\_\_\_

### **1. Collection of Personal Information**

As part of your tenancy application, All Property Rentals may collect personal information from you including (but not limited to):

- Name, address, and contact details
- Employment and income details
- Rental history and references
- Identification documents (e.g. driver's licence, passport)
- Credit and background checks

We collect this information to assess your suitability as a tenant.

### **2. Use and Disclosure**

Your personal information may be disclosed to:

- The property owner or landlord
- Current and past landlords or property managers
- Employers and referees nominated by you
- Tenancy databases (e.g. TICA, NTD, Equifax)
- Tradespeople or service providers (only where necessary during your tenancy)
- Legal or debt collection services if required
- Relevant government or industry authorities as required by law

We will not disclose your information to third parties without your consent unless required to do so by law.

### **3. Storage and Security**

Your personal information will be stored securely by All Property Rentals and will only be accessed by authorised staff. We take reasonable steps to protect your data from misuse, interference, loss, and unauthorised access.

### **4. Access and Correction**

You may request access to your personal information or request correction of any inaccurate or outdated information by contacting our office.

### **5. Consent**

By signing below, you consent to:

- The collection, use, and disclosure of your personal information as described above
- All Property Rentals contacting your referees and verifying the information provided in your application
- The use of tenancy database checks for the purpose of assessing your tenancy application

Applicant Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Applicant Signature (if joint): \_\_\_\_\_ Date: \_\_\_\_\_

Office Use Only: Received by: \_\_\_\_\_ Date: \_\_\_\_\_