

# 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	Westgarth Realty Pty Ltd		
Phone	07 4630 1161	Email	apply@westgarths.com.au
Agency details (if applicable)	PO Box 1048, Toowoomba QLD 4350		

### 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 - apply@westgarths.com.au
2	In person - Westgarth Realty office

### 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	Two most recent pay slips
2	Centrelink income 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 (Driver Licence / Passport / 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 the bond)    OR    A council rates notice (if owned a property)
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>		

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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

*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="https://www.tica.com.au/">https://www.tica.com.au/</a>

## 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 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 صباحًا 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 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 Notice and Consent

### Consent

I,

(Full name)

of

(Residential Address)

have read and understood the attached information. I authorise employees of Westgarth Realty, and independent contractors of Westgarth Realty including their directors, officers and employees, to obtain relevant information from, and release relevant information to, the parties described in this document with my involvement with Westgarth Realty. I understand that I can revoke my authority at any time. I acknowledge that if I revoke my authority, or if I decline to provide information as requested by Westgarth Realty, Westgarth Realty might be unable to provide the products or services I have requested.

Signed:

Date:

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Parent/Guardian Signature  
(if under 18 years of age)

### Privacy

Westgarth Realty Pty Ltd (ACN 159 438 605) trading as Westgarth Realty is committed to protecting your privacy in compliance with the Privacy Act 1988 (Cth) and the Australian Privacy Principles (APPs). This document sets out Westgarth Realty's condensed Privacy Notice. Westgarth Realty also has a full Privacy Policy, which contains information about how you can complain about any breach by Westgarth Realty of the APPs or an applicable APP Code. A full copy of our Privacy Policy can be accessed within our office.

#### Information Collection, Use and Disclosure

During the course of your involvement with Westgarth Realty, we may collect, use or disclose personal information about you for the following purposes:

- Assisting you to sell your property;
- Assisting you to purchase a property;
- Assisting you to lease a property (either as lessor or lessee);
- Assisting you to obtain a loan;
- Assisting you with payment or refund of a bond;
- Assisting you with tenancy disputes;
- Coordinating repairs or maintenance of a property owned or leased by you;
- Recording or accessing information at the Titles Registry Office or other government agency;
- Recording or accessing information at the Residential Tenancies Authority;
- Recording or accessing information on tenancy information services or databases;
- Client and business relationship management;
- Marketing of products and services to you.

The types of personal information we may collect, use or disclose about you includes but is not limited to:

- Your full name;
- Your date of birth;
- Your residential address;
- Your postal address;
- Your email address;
- Your home telephone number;
- Your work telephone number;
- Your mobile telephone number;
- Your occupation and business address;
- Financial information including details of your employer, income, name of bank or financial institution;
- Details of your spouse, de facto, dependent children, and roommates;
- Details of properties owned by you.

In order to provide products and services to you, we may disclose your personal information to the persons/organisations described below:

- In the event that you are a seller or a lessee, we may disclose your personal information to prospective buyers of the property owned or leased by you;
- In the event that you are a buyer or a lessee, we may disclose your personal information to the sellers of the property you are purchasing or leasing;
- Your legal advisor(s) and the legal advisor(s) representing the other party(s) involved in your transaction;
- Your financial institution and/or financial advisor;
- Insurance providers and brokers;
- Utility providers and utility connection service providers;
- Persons or organisations involved in providing, managing or administering your product or service including independent contractors engaged by us as real estate agents;
- Tradespeople engaged by us to repair or maintain a property owned or leased by you;
- Organisations involved in maintaining, reviewing and developing our business systems, procedures and infrastructure including maintaining or upgrading our computer systems;
- Persons or organisations involved in purchasing part or all of our business;
- Our related companies;
- Organisations involved in the payments systems including financial institutions, merchants and payment organisations;
- The Titles Registry Office or other government agencies;
- The Residential Tenancies Authority;
- Police;
- Tenancy information services or databases;
- Real estate websites;
- Real estate peak bodies.

Whenever it is reasonable or practicable to do so, we will collect your personal information directly from you. Sometimes it will be necessary for us to collect information from a third party or a publicly available source, such as a credit reporting agency, your legal adviser, your past or current employers, your previous lessors or property managers, and tenancy information services or databases.

In the course of providing services to you, it may be necessary for us to enter your personal information into forms generation software and real estate websites. Depending on the terms of use of such software and websites, a third party may acquire rights to use or disclose information entered into the relevant forms or websites.

We may disclose your personal information to recipients within Australia or to overseas recipients. Should information be required to be sent interstate or overseas, we will take steps to protect the privacy of your information.

We need your permission to collect, use and disclose your personal information, and we therefore ask that you sign the consent on the first page of this document to indicate your consent.

In the event that you do not consent to Westgarth Realty collecting and releasing your personal information as described above, we may be unable to provide the services requested by you.

Access to, and correction of personal information

You have the right to request access to your information and to request that Westgarth Realty update or correct your personal information. A charge may apply for providing access to your information.

Our Privacy Policy contains further information about how you may request access to, and correction of, your personal information.

## Contacting Us

You may contact us by mail, email or telephone as follows:



PO Box 1048, Toowoomba QLD 4350



rentals@westgarths.com.au



07 4630 1161