

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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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				

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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
- Bank statements (**without transaction details**) to demonstrate proof of savings or assets
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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		

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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		

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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)	

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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.



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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.



TICA Statement & Privacy Act Acknowledgement Form

As the TICA Group may collect personal information about you, the following information about the TICA Group is provided in accordance with the Australian Privacy Principles in the Privacy Act 1988.

TICA Data Solutions Pty Ltd (ABN 70 638 779 521) is a tenancy database that records tenants' personal information from its members including tenancy application enquiries and tenancy history. If a member chooses to run a check through the TICA System for risk management purposes, this may result in information being disclosed on your previous rental history; also, your current and future managing agent/landlord being advised of your applications.

TICA Assist Pty Ltd (ABN 28 137 488 503) is a database Agent that records information from Debt Collection Agencies, Mercantile Agents, Credit Providers, associated industries and related persons.

In accordance with the Australian Privacy Principles you are entitled to have access to any personal information that we may hold on any of our databases. To obtain your information from the TICA Group proof of identity will be required and can be made by any of the following ways

Website: A \$24.20 fee may apply. Please refer to www.tica.com.au under Tenant Information.

Primary Purpose

The TICA Group collects information from its members and provides such information to other members as a risk management system for the purpose of assessing a tenancy application. The TICA Group does not provide any information that it collects to any other individual or organisation other than its own group of companies for any other purpose other than assessing a tenancy application or risk management system or locating system other than government departments and or agencies allowed by law to obtain information from the TICA Group.

The personal information that the TICA Group may hold is as follows

Name, date of birth, driver's license number, proof of age card number and or passport number (except Australian), photographic proof, email address, occupation, employer (including address and phone), self employment details (including business name and ACN/ABN/ARBN), telephone number (including mobile) and address at time of making a tenancy application, comments made by a TICA member in relation to your tenancy, which members you rented through and which members you applied to and which members are seeking you.

Further Information about TICA

Full details about TICA's Privacy Policies and its deletion timeframe policies can be found on TICA's website at www.tica.com.au under Tenant Information and Privacy.

If the applicant/s personal information is not provided to The TICA Group the member may not proceed with assessing the application and the applicant/s may not be provided with the rental property.

Privacy Act Acknowledgement Form for Tenant Applicants & Approved Occupants

This form provides information about how we the below named agent handle your personal information, as required by the Australian Privacy Principles in the Privacy Act 1988 and seeks your consent to disclosures to the TICA Group of companies (TICA) in specified circumstances. If you do not consent to the disclosure of your personal information to TICA we cannot process your application.

Agency Name: Your Haven Realty Pty Ltd
(Herein referred to as the "Agent")

Tenant Current Address: _____

Phone: _____ Fax: _____

Email: _____

As a professional asset manager, the Agent collects personal information about you. The information collected can be accessed by you by contacting our office on the above numbers or addresses.

Primary Purpose

Before a tenancy is accepted the Agent collects your personal information for the primary purpose of assessing the risk to our clients in providing you with a property you have requested to rent and if considered acceptable provide you with a tenancy for the property.

In order to assess your application, the Agent may disclose your personal information to all or any of the following:

- The Lessor / Owners for approval or rejection of your application
- TICA Data Solutions Pty Ltd and TICA Assist Pty Ltd to record details of your application for tenancy with the Agent and assess the risk to our clients and verify the details provided in your application.
- Referees to validate information supplied in your application
- Other Real Estate Agents or asset managers to assess the risk to our clients

The Agent may also consider any information that is disclosed to us by TICA relating to attempts by Debt Collection Agencies, Credit Providers and related person to contact or locate you.

Secondary Purpose

The Agent also has several secondary purposes for collecting your information. These purposes are related to your tenancy and as such, will only become applicable if your application for this property is successful.

During and after the tenancy the Agent may disclose your personal information to

- Tradespeople to contact you for repairs and maintenance of the property;
- Tribunals or Courts having jurisdiction seeking orders or remedies;
- Debt Collection Agencies, Credit Providers and related persons to permit them to contact or locate you;
- TICA Data Solutions Pty Ltd to record details of your tenancy history;
- Lessors / Owners insurer in the event of an insurance claim;
- Future rental references to other asset managers / owners.

In the event of a successful tenancy application the applicant's personal information may be recorded in the Agent's TICA Virtual Manager System, which will allow the Agent to be advised of any future tenancy applications for the purpose of skip tracing. Information regarding our data deletion practices can be advised should you wish. The TICA Virtual Manager program will monitor your tenancy applications as part of our Risk Management procedures to protect our landlord's exposure. The monitoring of your tenancy applications is not a listing on the TICA Tenancy History database. This information is information that would be available to the Agent on a truthfully completed tenancy application form.

If you fail to provide your personal information and do not consent to the uses set out above the Agent cannot properly assess the risk to our client or carry out our duties as an asset manager. Consequently the Agent cannot provide you with the property you requested to rent.

Signed by the Applicant(s)

Name: _____ Signature: _____

Name: _____ Signature: _____

Date: _____