

RENTAL APPLICATION COVER SHEET

RE/MAX Elevate

TARRAGINDI VILLAGE

Thank you for choosing a RE/MAX Elevate rental property for your next home.

Please read through our General Information and Privacy Policy and sign the Privacy Consent Form before providing your rental application.

Prospective tenants can apply for a rental property by either:

- Completing the paper *Form 22 Rental Application Form* (attached) and submitting with relevant documents via email or in person.
- Complete the Application Form digitally utilising the Realestate.com.au Application platform.

FAQ's - RENTING WITH RE/MAX ELEVATE	
DOCUMENTS	If the tenant/s do not have the documents, as requested in in the Application Form (Form 22), please reach out to the Property Manager in relation to what other documentation may be suitable.
SECURING THE PROPERTY	Once the application has been approved, tenants will be required to pay the bond (equal to four (4) weeks rent) and four (4) weeks rent to secure the property. NOTE: This must be paid in cleared funds (this could take up to 48hours). The property will not be secured until required funds have been received and all tenancy related documents are fully signed. We do not accept bond transfers.
HANDING OVER THE PROPERTY	The keys will not be released unless all occupants have signed the original Tenancy Agreement, shown photo identification and paid all monies in cleared funds and in full to the agency.
PET APPROVALS	Some of our properties do not allow pets (where legally allowed e.g. under some Body Corporates) – please ensure you have confirmed this if you have pets BEFORE applying. For pet approvals, we will require an additional pet approval form to be completed and submitted, and additional requirements will be included in your tenancy agreement in relation to residing with pets.
UTILITY CONNECTIONS	It is the tenant's responsibility to connect utilities e.g. electricity/gas or any other required connections i.e. paid TV, and to ensure it is disconnected at the end of the tenancy. All connection costs and deposits are the tenant's responsibility. Upon your approval, <i>MyConnect</i> will contact you to offer assistance with utility connections for your move. This service is optional.
CONDITION REPORT	The Entry condition report records the condition of the property, and any inclusions (e.g. furniture), at the start of the tenancy. It is important to be very particular with the Entry Condition Report. If there are items not outlined in the report, write a description of the item/s and take photos in the report, as the report will be referred to when vacating the property. If it is not marked down, tenants will be liable for discrepancies. The Entry Condition Report must be returned within seven (7) days. If the tenant does not complete and return the report, it means they agree with the description of the property.
TENANCY AGENCIES WE WORK WITH	Our office is a member of TICA (Ph: 1902 220 346) and RP Data Tenant Register (Ph: 1300 734 318), which are tenant agencies/databases. Should you default in your rent or breach a term of your Tenancy Agreement, your details may be listed with these agencies and others at the end of your tenancy. Once listed, the default information will remain on file until the matter is rectified or for 3 years, whichever is lesser. Our goal is to ensure a seamless and harmonious tenancy. If a tenant experiences financial hardship or has difficulty meeting the terms of the Tenancy Agreement, it is imperative to contact our office.

Privacy Act Acknowledgement for Tenants:

I provide consent for the agency, as part of application processing, to contact all necessary people (such as referees, other agents, tenancy databases) to verify the application information provided, and understand that all federal privacy act requirements and the Australian privacy principles will be adhered to by the agency.

I consent to my personal information being passed on during the tenancy (should it commence) and after the tenancy, if required, to other third parties which include, however are not limited to tradespeople/contractors, salespeople, bodies corporate, tenancy databases and other relevant parties in full compliance with the federal privacy act and any other relevant information.

The lessor of the property will be provided all relevant information as the tenancy agreement is between the lessor and the tenant; the agency manages the property on behalf of the lessor. The agreement, should it commence, is a contract between the lessor and the tenant; personal information will be passed onto the lessor as the lessor of the property.

A detailed copy of our privacy policy can be found at www.remaxelevate.com.au.

Consent:

I, the applicant, acknowledge that I have read the privacy statement above and the privacy policy of RE/MAX Elevate. I authorise RE/MAX Elevate and the agent to collect information about me from:

1. My previous letting agents, lessors, current and previous employers;
2. My personal referees;
3. Any tenancy default database which may contain personal information about me.

I authorise RE/MAX Elevate and the agent to disclose:

- Details about any defaults by me under the tenancy to which this application relates, to any tenancy default database to which the RE/MAX Elevate office 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 lessor of the property even if the lessor is a 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 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.

Successful Applicants:

Should your application be successful you will be requested to confirm your tenancy. We require the equivalent of four (4) weeks rent to be paid within 24 hours of acceptance to secure the tenancy. The property manager will supply you with these amounts at the confirmation of your tenancy. All initial payments are to be paid by direct deposit to the Trust Account. We do not accept cash, credit card or cheques and do not have a direct debit facility set up at this time. Keys will ONLY be handed out once all parties have signed the tenancy agreement, and the bond and 4 weeks rent have been paid, and the tenancy has commenced.

Acknowledgement:

I have read, agreed to, and understood all of the above terms and conditions that are relevant to me.

FULL NAME

SIGNED

DATED

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, documents requested under items 7, 8 and 9, whether the premises is subject to body corporate by-laws, park rules or other laws relating to keeping pets under item 12, 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			
Phone		Email	
Agency details (if applicable)			

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	
2	

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	
Employer name			
Employer phone			
Employer email			

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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(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	
2	

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	
2	

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 the 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	
2	

Note: Where an applicant may be unable to provide the requested documentation, they should discuss with the property manager/owner alternative suitable documentation.

10 Rental history

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			

If you do not have a rental history, you may provide details of your prior living arrangements (optional)

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Examples: living with family, previous homeowner.

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

Note: The property manager/owner should indicate whether there are body corporate by-laws, park rules or other laws relating to keeping pets at the premises.

Are there body-corporate by-laws, park rules or other laws about keeping pets at the premises?

Yes No Not applicable

Note: By-laws and park rules must be given to a tenant when signing an agreement. If applying for a townhouse or unit, body corporate approval may be required before you can keep a pet at the premises.

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

If yes, provide details

Type/s of pets	
Number of pets	

Other information about the pet/s (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

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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 undertake pest control and carpet cleaning.

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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 or driveway in accordance with any park or body corporate rules relating to vehicles.

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 database operator using the following details.

Tenancy database	Phone number	Web address

16 Personal consent and submission confirmation

By signing and submitting this rental application, the applicant confirms that the property manager/owner may contact the applicant's current employer, current or previous property manager/owner and referees listed in this form for the purpose of assessing the rental application.

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 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.

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Residential Tenancies and Rooming Accommodation Act 2008
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- 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.

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



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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.

