

# 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	BernatsLewis Real Estate		
Phone	07 3807 0999	Email	email@bernatslewis.com.au
Agency details (if applicable)	BernatsLewis Real Estate		
shop 2 76 City Road Beenleigh Qld 4207			

### 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 email@bernatslewis.com.au
- 2 In person at the office unit 2 76 City Road Beenleigh or at the property

### 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	Current wage advice and or proof of income, Electricity invoice, Car registration
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	100 points required :Drivers Licence (40) Passport (40) Birth Certificate (30) Other Photo ID (30)
2	Medicare card (20)

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, References, Bank Accounts
2	

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

Please attach photo of pet breed and age kept inside or outside?

*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 (Tenancy Information Centr	02 9743 1800	membership@tica.com.au
National Tenancy Database (NT	13 83 32	https://www.tenancydatabase.com.au/
Barclay MIS's "Tenant Track"	02 9363 9244	mailto:info@tenancydatabase.com.au

## 16 Submission confirmation: Your application will not be processed unless all required documents are submitted

Print name	Signature	Date
<input type="text"/>	<input type="text"/>	<input type="text"/>

## 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 2009* (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	<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 ਫ਼ੋਨ ਕਰ ਸਕਦੇ ਹੋ। ਜਦੋਂ ਤੁਸੀਂ ਇਸ ਨੰਬਰ 'ਤੇ ਫ਼ੋਨ ਕਰੋਗੇ ਤਾਂ ਤੁਹਾਨੂੰ ਮੁਫ਼ਤ ਦੁਬਾਜ਼ੀਆ 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.





# REQUEST FOR RENTAL REFERENCE

Email to email@bernatslewis.com.au

**\*\*\*\*This Section is to be completed by the Applicant\*\*\*\***

I/We have lodged an application for a rental property with Bernats Lewis Real Estate Beenleigh and hereby give authorization for you to provide them with the information requested below in a quick and timely manner to facilitate the processing of our application

Current Address: \_\_\_\_\_

Previous Address: \_\_\_\_\_

Name of Applicant: \_\_\_\_\_

Signature of Applicant: \_\_\_\_\_

Were the above Applicants listed as tenants on the Lease  Yes  No

Rental Period: \_\_\_\_\_ / \_\_\_\_\_ / \_\_\_\_\_ TO \_\_\_\_\_ / \_\_\_\_\_ / \_\_\_\_\_

Was this tenancy terminated by:  Agent  Tenant

Reason for Termination: \_\_\_\_\_

Amount of Rent Per Week: \$ \_\_\_\_\_

Rent Paid on Time:  Always  Sometimes  Never

Were the applicants ever in arrears:  Yes  No

Were any Form 11 Notice to Remedy Breach Issued?  Yes  No

What were the F11 notices issued for? \_\_\_\_\_ How many were issued? \_\_\_\_\_

Were any RTA Form 12 Notice To Leave Issued?  Yes  No

What were the F12 notices issued for? \_\_\_\_\_ How many were issued? \_\_\_\_\_

During Routine Inspections was the tenant keeping the house:

Clean and Tidy  Clean But Untidy  Unclean and Untidy

Were any pets kept at the property:  Yes  No

Were these pets approved to be kept on the property?  Yes  No

On vacate was the property left clean and undamaged inside and out  Yes  No

At vacate, was the bond refunded to the tenant in full?  Yes  No

If the tenant has not vacated yet, do you expect to refund the bond in full?  Yes  No

If no, please provide details \_\_\_\_\_

Would you rent to this tenant again:  Yes  No

If no, please provide details \_\_\_\_\_

Any additional comments you would like to share with regards to this tenant: \_\_\_\_\_

Completed By: \_\_\_\_\_ Position: \_\_\_\_\_

Please email back to email@bernatslewis.com.au

We thank you for taking the time to complete this request honestly and promptly, we appreciate your time and hope we can return the favour in the near future.



## EMPLOYMENT REFERENCE CHECK

Email to [email@bernatslewis.com.au](mailto:email@bernatslewis.com.au)

**\*\*\*\*This Section is to be completed by the Applicant\*\*\*\***

I/We have lodged an application for a rental property with Bernats Lewis Real Estate Beenleigh and hereby give authorization for you to provide them with the information requested below in a quick and timely manner to facilitate the processing of our application

Name of Applicant: \_\_\_\_\_

Signature of Applicant: \_\_\_\_\_

1 Employee Name: \_\_\_\_\_

2 Employer Name: \_\_\_\_\_

3 Position Held: \_\_\_\_\_

4 Length of Employment: \_\_\_\_\_

5 Is the employee  Full Time  Part Time  Casual

6 Hours worked per week: \_\_\_\_\_

7 Nett Weekly Income: \$ \_\_\_\_\_

8 Is this employee likely to continue with the company in the above capacity in the future  
 yes  no

9 Name of Person Completing This Form: \_\_\_\_\_

10 Position Held within the company: \_\_\_\_\_

11 Any further comments on this employee: \_\_\_\_\_

Please email back to [email@bernatslewis.com.au](mailto:email@bernatslewis.com.au)

*We thank you for taking the time to complete this request honestly and promptly, we appreciate your time and hope we can return the favour in the near future.*