# Rental application (Form 22)

*Residential Tenancies and Rooming Accommodation Act 2008*
*(Sections 57B–57D and 457C–457E, 458A, 458B)*

residential tenancies authority

**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 | | | |
| Phone | 07 3357 1809 | Email | alison@boldproperty.com.au |
| Agency details (if applicable) | Style Group Pty Ltd T/AS Bold Property Brisbane | | |
| 216 Lutwyche Road, Windsor, QLD, 4030 | | | |

## 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 | Submit an online application via Ignite. Click the 'Apply' button on the realestate.com.au property lisiting page |
| 2 | Submit the completed application form and supporting documents via email to alison@boldproperty.com.au |

## 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.*

## 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 | Confirmation of income (bank statements (without transaction details) or 2nd most recent pay slip or Current Employment Agreement |

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 Accountants Letter confirming income (self-employed applicants only)

## 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 | Valid Photo Identification (Driver's Licence or Passport or Proof of Age Card) |
| 2 | Medicare Card; or 2nd form of Valid Photo Identification (Driver's Licence or Passport or Proof of Age Card); or Birth Certificate |

*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 | Rental Ledger (without bond details shown) |
| 2 | Rental Reference |

***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** | | |

**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.*

## 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 | https://www.tica.com.au/ |
| National Tenancy Database by Equifax | 13 8332 | https://www.tenancydatabase.com.au/ |
| | | |

## 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 or call the RTA's Contact Centre on 1300 366 311.

### Important information

1. 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).
2. Exemptions: Relevant lessors, as defined under section 57B(7) of the Act, are not required to use this standardised application form.
3. 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.
4. 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.
5. 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.
6. The information provided must be used solely to assess an applicant's suitability as a tenant.
7. An applicant's personal information must be stored securely and only used for the application process.
8. An applicant should ensure that they keep a copy of their application form for their records.
9. 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

Date received

Application submitted by Email ☐ In-person ☐ Postal mail ☐ Other ☐

Verification of identity completed ☐ Yes ☐ No

Required documents attached ☐ Yes ☐ No

CC BY

### 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 ਫ਼ੋਨ ਕਰ ਸਕਦੇ ਹੋ। ਜਦੋਂ ਤੁਸੀਂ ਇਸ ਨੰਬਰ 'ਤੇ ਫ਼ੋਨ 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 Bold Property Brisbane, and independent contractors of Bold Property Brisbane including their directors, officers and employees, to obtain relevant information from, and release relevant information to, the parties described on page 2 to assist with my involvement with Bold Property Brisbane. 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 Bold Property Brisbane, Bold Property Brisbane may be unable to provide the products or services I have requested.

Signed: _____

Date: __ __ / __ __ / 2 0 __ __

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

**Privacy**

Style Group Brisbane Pty Ltd (ABN 22 647 646 375) and Style Group Pty Ltd (ABN 47 618 575 198) trading as Bold Property Brisbane is committed to protecting your privacy in compliance with the *Privacy Act 1988* (Cth) and the Australian Privacy Principles (APPs). This document sets out Bold Property Brisbane's condensed Privacy Notice. Bold Property Brisbane also has a full Privacy Policy, which contains information about how you can complain about any breach by Bold Property Brisbane of the APPs or an applicable APP Code. A full copy of our Privacy Policy can be accessed on our website: https://www.boldproperty.com.au//company-privacy-policy-

**Information Collection, Use and Disclosure**

During the course of your involvement with Bold Property Brisbane, 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;

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- 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;

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- 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. 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 Bold Property Brisbane 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 Bold Property Brisbane 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:

216 Lutwyche Road, Windsor QLD 4030

07 3357 1809

admin@boldproperty.com.au

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# 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.



*Copyright*

# 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: Style Group Pty Ltd T/AS Bold Property Brisbane
(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: _____


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