

Rental application – Rooming accommodation (Form R22)

Residential Tenancies and Rooming Accommodation Act 2008
(Sections 76C–76E and 457C–457E)



This rental application form is intended for use by all prospective residents and providers for rooming accommodation. For more information about your rights and responsibilities, please see our [Application process webpage](#).

Important Information:

- Application form:** Providers are required to use a standardised rental application form for rooming accommodation. 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.**
- Ways to submit applications:** A provider must provide at least 2 different ways for a prospective resident to submit their applications. One of the ways must not be restrictive. Restrictive ways refer to:
 - where a prospective resident is required to provide their personal information through an online platform to someone who is not the provider or a real estate agent, but who is collecting the information on behalf of the provider, and
 - a method that incurs a cost to the prospective resident 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 resident:** When a provider 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 resident, including disputes or matters considered by the tribunal, history of rental bond claims, breach notices given by the prospective resident, 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 provider to ask questions other than those prescribed under the legislation.**
- Verifying identity:** When proving identity, a prospective resident can either present the original documents or provide a copy. The provider 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 resident's consent is 20 penalty units.**

Discrimination in accommodation: The *Anti-Discrimination Act 1991* makes discrimination in accommodation against the law. If a prospective resident 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 room

Number of occupants under 18 years of age

3 Prospective resident/s details

Note: If there are more than 3 prospective residents, prospective residents may need to complete multiple forms to capture the details of each prospective resident.

Resident 1

Resident 1 – Personal details

Full name		Date of birth	
Current address			
		Postcode	
Phone		Email	

Resident 1 – Employment details

Current employer			
Job title			
Length of employment		Gross weekly income	

Resident 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 resident'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

Resident 1 – Rental history (if applicable)

Property 1

Previous address		
		Postcode
Rental period (Start – End)		
Provider name		
Provider contact		

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Property 2

Previous address			
		Postcode	
Rental period (Start – End)			
Provider name			
Provider contact			

Resident 1 – References

Please provide 2 referees who can verify your capability to care for the premises

Name			
Contact			
Referee's connection to prospective resident			

Name			
Contact			
Referee's connection to prospective resident			

Resident 2 (if applicable)

Resident 2 – Personal details

Full name				Date of birth	
Current address					
			Postcode		
Phone		Email			

Resident 2 – Employment details

Current employer				
Job title				
Length of employment		Gross weekly income		

Resident 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 resident'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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Resident 2 – Rental history (if applicable)

Property 1

Previous address			
		Postcode	
Rental period (Start – End)			
Provider name			
Provider contact			

Property 2

Previous address			
		Postcode	
Rental period (Start – End)			
Provider name			
Provider contact			

Resident 2 – References

Please provide 2 referees who can verify your capability to care for the premises

Name			
Contact			
Referee's connection to prospective resident			

Name			
Contact			
Referee's connection to prospective resident			

Resident 3 (if applicable)

Resident 3 – Personal details

Full name			Date of birth	
Current address				
		Postcode		
Phone		Email		

Resident 3 – Employment details

Current employer			
Job title			
Length of employment		Gross weekly income	

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Resident 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 resident'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

Resident 3 – Rental history (if applicable)

Property 1

Previous address			
		Postcode	
Rental period (Start – End)			
Provider name			
Provider contact			

Property 2

Previous address			
		Postcode	
Rental period (Start – End)			
Provider name			
Provider contact			

Resident 3 – References

Please provide 2 referees who can verify your capability to care for the premises

Name			
Contact			
Referee's connection to prospective resident			

Name			
Contact			
Referee's connection to prospective resident			

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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 premises to help the provider to make an informed decision (optional)

- the pet's age, temperament, training
- whether the premises 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)

Note: Parties to the agreement should include in the rooming accommodation 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 agreement should include in the rooming accommodation 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

Provider requests to verify identity Yes No

If the provider requests to verify your identity, the Act allows identity verification by:

- providing a copy of your original identity document, or
- allowing the provider to sight your original document in person.

I elect to provide copies of my original identity document/s to the provider.

I elect to permit the provider to view my original identity document/s.

Provider cannot keep a copy or record details of your identity documents sighted in person without your consent.

I consent to the provider retaining copies of my original identity document/s.

8 Prospective resident 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 resident.
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 provider 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	<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	

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 provider/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 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 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.