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, 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	RealWay Property Consultants Hervey Bay - Representative of Lessor/Property Owner		
Phone	(07) 4128 4255	Email	admin@realwayherveybay.com.au
Agency details (if applicable)	Travelrav Pty Ltd T/As RealWay Property Consultants Hervey Bay		
1/363 Esplanade, Scarness, QLD, 4655			

2 Address of the premises

	Postcode 4655

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 at Office - 363 Esplanade, Scarness Qld 4655
2	Email copy of Application form and attachments to admin@realwayherveybay.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	
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.

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 Payslip
2	Bank Statement for last 3 months (without transaction details)

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 Current period Taxation Statement or Accountant letter stating same information

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	Photo Identification (Driver's licence or Passport or Proof of age card)
2	Medicare card

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	Tenant ledger for current tenancy (without showing details of bond)
2	Rental reference letter

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**	

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)

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

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.

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
TICA	(02) 9743 4844	tica.com.au

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:

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 2025* (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.

Consent Disclosure - Tica - Privacy Statement - for Tenancy Application

This document is a best practice form required by the Agency on behalf of the lessor/property owner to be completed. The information below is important to disclose to you, plus gives our agency the necessary consents from you to process your RTA Form 22 rental application.

RealWay Property Consultants Hervey Bay – Representative of the Lessor/Property Owner	
Address	363 Esplanade, Scarness Qld 4655
Phone Number	(07) 4128 4255
Email address	admin@realwayherveybay.com.au

APPLICANT: Please read all the form, Complete and Sign where requested.

NAME OF APPLICANT/APPROVED OCCUPANT:
ADDRESS OF RENTAL PROPERTY APPLYING FOR:
MOBILE PHONE NUMBER:
EMAIL ADDRESS:

I, as Applicant named above, understand that the agent on behalf of the lessor/property owner may require the RTA Form 22 rental application form be completed for any nominated approved occupants if I have noted them on the Form. Approved occupants as nominated on the RTA Form 22 rental application form cannot be approved unless the lessor has the necessary information to have them approved as part of the application process.
Exemptions may apply such as dependants in your care. Our agency requires details such as their name/s, and date of birth to be added to the Form 18a General Tenancy agreement should it be accepted by the lessor.

I understand, should my RTA Form 22 rental application be accepted by the lessor/property Owner, the agency (on behalf of the lessor) will require an RTA Form 18a General Tenancy Agreement Contract to be signed and monies (rent and bond) paid within a reasonable time frame (in most cases within 48 hours of acceptance, if accepted). I understand all required tenancy documents will be given to me prior to monies being taken upon acceptance by the lessor of the property of the tenancy application.

I understand that Emergency contact name and contact details form part of the Form 18a General Tenancy Agreement Contract and will provide those details to the agent should the Application be accepted, and or will insert onto the Form 18a once received. It is not a legal requirement for these details to be supplied, nor completed on the Form 18a. In your best interests, our agency recommends the details be supplied. The emergency contact details can only be used in the event of goods being left behind at the property, and or bond evidence requirements should we not be able to contact you at that time. These matters affect the tenancy when it ends, and you could be affected. **Please complete the details below** if you wish to provide emergency contact details, noting that if the lessor accepts your tenancy application, our agency will add the below details to the Form 18a General Tenancy Agreement/Contract as part of the preparation of the required documentation.

Emergency contact full name/s:
Emergency contact phone:
Emergency contact email:

I understand if I have any questions about the tenancy or the application process, the agency welcomes and encourages enquiries prior to applications being made. I further understand, I can request a copy of the General Tenancy Agreement including all standard terms and special terms (Form 18a), Tenancy Information Statement (Form 17a), plus Body Corporate By-laws (if applicable) prior to making the application. A copy shall be provided if the rental application is successful before any monies (rent or bond are taken).

I understand I will be required to pay a full bond of 4 weeks rent and 2 weeks rent prior to commencing the tenancy. (*Please contact our agency if you are unsure of the total amount required to be paid if the rental application is accepted by the lessor/property owner*).

Consent Disclosure - Tica - Privacy Statement - for Tenancy Application

I provide consent for the agency as part of application processing, to contact all necessary people (such as Referees, and 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.

I understand that if the application is not accepted by the lessor of the property, the application form and all information collected shall be disposed of, within 3 Months, in accordance with the Privacy Act guidelines, and the RTRA Act personal information requirements. I have an opportunity to collect my personal information prior to the information being destroyed, by written request to the Agency.

***If you choose to apply for any other rental properties through this Agency**, then you must send a written request for the Agency to hold onto/pass on your application and documents to another rental property.*

TERMS OF APPLICATION & PRIVACY STATEMENT

1. Definitions The following terms mean:

(1) **Data Collection Agency:** means an agency or organisation that collects real estate data to provide information to the real estate, finance and property valuation industries to enable data analysis.

(2) **Personal Information:** means personal information as defined in the Privacy Act 1988 (CTH).

2**. Applicant's Warranty** The Applicant/s warrant/s: The details provided on their Application Details Sheet are true and correct.

3. Applicant/s Agree/s The Applicant/s agree/s:

(1) where the Applicant has been given a Form 18a General Tenancy Agreement (Including Standard and any Special Terms) in accordance with *Section 58 of the Residential Tenancies and Rooming Accommodation Act 2008,* then:

(a) on acceptance of this Application for Tenancy by the Landlord being notified to the Applicant/s, verbally or in writing, the Applicant/s will rent the Premises from the Landlord in accordance with the terms and conditions of the Form 18a General Tenancy Agreement provided;

(b) upon the signing of the General Tenancy Agreement, to pay the Bond and Rent amounts in Item (1) in an approved way as more particularly set out in the General Tenancy Agreement;

(c) the Applicant/s will forthwith upon receipt of same, sign the completed General Tenancy Agreement;

(d) this Application for Tenancy, unless accepted, creates no contractual or legal obligations between the parties; and (2) that the Landlord/Agent are not required to give an explanation to the Applicant/s for any Application not approved.

4. Holding Deposit – Not applicable.

5. Privacy

5.1 The Agent must comply with the provisions of the Australian Privacy Principles (Privacy Act 1988 (CTH)) and where required maintain a Privacy Policy.

5.2 The Privacy Policy outlines how the Agent collects and uses Personal Information provided by you as the Applicant/s, or obtained by other means, to assess your application for tenancy and provide the services required by you or on your behalf.

5.3 You as the Applicant/s agree, to further assess your Application, the Agent may, subject to the Privacy Act 1988 (CTH) (where applicable), collect, use and disclose such information to any of the following:

(1) the Landlord as Owner of the Premises to which this Application for Tenancy applies, insofar as such information is relevant to the managing and/or leasing of the Premises;

(2) residential tenancy databases for the purpose of confirming details in your tenancy application and enabling a proper assessment of the risk in providing you with the lease;

(3) tradespeople and similar contractors engaged by the Landlord/Agent in order to facilitate the carrying out of works with respect to the Premises;

(4) previous managing agents or landlords and nominated referees to confirm information provided by you; and/or

(5) the Landlord's insurance companies; authorised real estate personnel; courts and tribunals and other third parties as may be required by the Agent relating to the administration of the Premises and use of the Agent's service;

(6) Body Corporates.

5.4 Without provision of certain information the Agent may not be able to act effectively or at all on the Landlord's behalf as a result of which your Application may not be acceptable to the Landlord.

5.5 The Applicant/s have the right to access such Personal Information and may require correction or amendment of any inaccurate, incomplete, out of date or irrelevant information.

5.6 If this Application is not accepted by the Landlord/Agent or is withdrawn by the Applicant/s, all information contained in this Application and the copy of any tenancy agreement remains confidential. This does not prevent any party making a disclosure required by law and does not include information normally in the public domain.

5.7 The Agent will provide (where applicable), on request, a copy of its Privacy Policy.

6. Data Collection Upon signing this Application, the parties agree the Agent, may without disclosing Personal Information collect, use and disclose to **Data Collection Agencies** information contained in this Application and any subsequent tenancy agreement.

Consent Disclosure - Tica - Privacy Statement - for Tenancy Application

7. Provision of Documents - Electronic Communication The parties agree to the delivery and service of documents or other communication via electronic means including SMS text messaging, emailing or other forms of electronic communication where such information has been provided by a party in the Item Schedule.

TICA DISCLOSURE:

This form provides information about how we use 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. As a professional asset manager, we collect personal information about you. The information we collect can be accessed by you by contacting our office.

Primary Purpose Before a tenancy is accepted, we collect your information to assess 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, we disclose your personal information to: The Lessor / Owners for approval or rejection of your application, TICA Default Tenancy Control Pty Ltd and TICA Assist Pty Ltd to assess the risk to our clients and verify the details provided in your tenancy application, Any other persons to validate information supplied in your application and Other Real Estate Agents to assess the risk to our clients.

Secondary Purpose During and after the tenancy we may disclose your personal information to: Trades people to contact you for repairs and maintenance of the property, Tribunals or Courts having jurisdiction seeking orders or remedies, Debt Collection Agencies and affiliated industries, TICA Default Tenancy Control Pty Ltd to record details of your tenancy history, Lessors / Owners insurer in the event of an insurance claim and Future rental references to other asset managers / owners.

TICA Statement 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 Default Tenancy Control Pty Ltd (ABN 84 087 400 379) is a tenancy database that records personal information from its members including tenancy application inquiries and tenancy history. TICA Assist Pty Ltd (ABN 28137 488 503) is a database company that records information from mercantile agents and associated industries. 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 mail to: TICA Public Inquiries PO Box 120, Concord NSW 2137.

TICA 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 organization 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, drivers licence number, proof of age card number and or passport number (except Australian) 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.

DISCLOSURE

On behalf of the lessor, our agency discloses the following.

Water charges may apply and are payable by the tenant. Telephone and internet lines are at the cost of the tenant. Please contact service providers for the area if required prior to applying for the property.
Additional special terms apply for this property including no smoking inside.
You may request a copy of all terms prior to applying for the property.

To review our agency privacy policy, please contact our office to request a copy.

By signing this form, I have read and understood clearly all the information outlined above including the consents which are required for our agency to process the tenancy application on behalf of the lessor/property owner.

NAME OF APPLICANT/APPROVED OCCUPANT:
SIGNATURE: **DATE** ___/___/____

Please note that processing of this Application may depend on named referees availability plus lessor availability and response. We shall contact you, via phone or email, as soon as we can to advise you of the application outcome.

Request for approval to keep a pet in rental property(Form 21)

Residential Tenancies and Rooming Accommodation Act 2008
(Section 184D and 256D)

residential tenancies authority

Tenants must use this form to request approval from the property owner to keep a pet or animal in their rental property. Tenants should complete a separate form for each pet. Property owner's approval is not required to keep a working dog at the property.

For more information about your rights and responsibilities, please see the Renting with pets fact sheet.

On this form, the term property owner refers to the lessor, property manager or manager/provider who has the authority to act on behalf of the property owner.

When submitting this request by post, the sender must allow time for the mail to arrive when calculating the date the property owner must respond by (item 6).

1 Address of the rental property

	Postcode	

2 Tenant/s seeking approval to keep a pet

1. Name			
Email		Phone	

2. Name			
Email		Phone	

3. Name			
Email		Phone	

3 Property owner/s receiving this request

1.	C/o RealWay Property Consultants Hervey Bay
2.	
3.	

4 Details of request

I am/We are seeking approval to keep the following pet at the rental property (as stated in item 1).

I/We understand that:

- I am/we are responsible for any nuisance, noise and damages caused by keeping a pet
- any damages caused by the stated pet below are not considered fair wear and tear under the law, and
- I am/we are responsible for rectifying any damages caused by the stated pet.

4.1 About the pet

Animal type - Breed/species	
Pet name	
Microchip number	
Registration number	
Sex	
Fur colour and length	
Weight, height and length	

Printed by Realworks

4.2 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)

5 Date this pet request is sent

Day	Date	Method of sending request (e.g. email, post, in person)
	/ /	

6 Date the property owner must respond by

/ / (must be within 14 days from date in item 5)

7 Signature/s of the person/people issuing this request

Print name/s	Signature/s	Date
1.		
2.		
3.		

Property owners must respond to this request in writing within 14 days. If no response is received by the date stated in item 6, this request is assumed to be approved.

Property owners can only refuse the request for a pet based on prescribed grounds as outlined under the legislation and can outline additional reasonable conditions for the approval. A letter template to help property owners structure their response to pet requests is available on the RTA website.

This form is for pet requests made during the tenancy.

Other languages: You can access a free interpreter service by calling the RTA on 1300 366 311 (Monday to Friday, 8:30am to 5pm).

Do not send this form to the RTA. Give this form to your property owner/s and keep a copy for your records.

Printed by Realworks