

# Getting documentation

After finding a suitable property, you will need to gather personal information and copies of documents to make a rental application.

The rental application form may ask you for information about:

- your income
- your rental history or previous living arrangements
- personal identification.

It is your decision whether to provide this information, but if you do not it may affect your chances of getting a place to rent.

Check with the real estate agent or lessor which documents they require as this can vary between different agencies.

You may also be able to get a blank application form so you can be as prepared as possible before viewing the property.

Take photocopies of your personal documents with you when you inspect a property so that if you like the place, you can complete an application straight away.

Making an early application, complete with all the required information and documents, will increase your chances of getting a place to rent.

The following checklist gives examples of documents you may need to provide when you apply for a tenancy.



## Rental history and references

- ☐ Written references from lessors or agents from previous rental properties you have lived in, including their names, addresses and phone numbers
- ☐ Rent receipts (if you have them) and/or copies of your rent payment records
- ☐ A written history of your accommodation for the past few years
- ☐ Personal references from employers, or other people who know you well including names, addresses and phone numbers. These are particularly important if you do not have a rental history

## Evidence of income

- ☐ Employment history/details and current payslips from your employer/s
- ☐ An income statement from Centrelink — this can be requested over the phone or at [www.centrelink.gov.au](http://www.centrelink.gov.au)
- ☐ Bank details, if you intend to pay your rent by direct debit

## Personal identification (ID)

- ☐ Photographic identification — for example, drivers licence, passport, 18 plus card
- ☐ Birth certificate or birth card — a copy of this may be obtained from the Registry of Births, Deaths and Marriages by calling 1300 366 430 or emailing [bdm-mail@justice.qld.gov.au](mailto:bdm-mail@justice.qld.gov.au)
- ☐ Medicare and/or health care card
- ☐ Your most recent bank statement in your name
- ☐ Copies of accounts (e.g. electricity or phone accounts) in your name (do not provide accounts that are overdue or final notices)

The Proving Your Identity to Centrelink form lists documents you can use for identification and is available at [www.centrelink.gov.au/internet/internet.nsf/forms/ss231.htm](http://www.centrelink.gov.au/internet/internet.nsf/forms/ss231.htm)

## Need more help?

Visit [www.housing.qld.gov.au/contact/offices/index.htm](http://www.housing.qld.gov.au/contact/offices/index.htm) for the contact details of your nearest Housing Service Centre or call 1300 880 882.

