



## FACT SHEET 2 – DOCUMENTS YOU NEED TO RENT A PROPERTY

After you have decided where you want to live, what sort of home you need and how much rent you can afford, you should start to think about the information you will need to apply for a private rental tenancy. This information may take time to gather.

When you find a place you would like to live in, you will be asked to complete an application form. The form may ask for information about:

- your income
- your rental history
- personal identification.

You do not have to give all of this information but if you do not, it may affect your chances of getting the tenancy.

The following checklist gives examples of documents you may need to provide when you apply for a tenancy. It is best to check with the real estate agent or lessor which documents will be accepted as this can vary.

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

### **Rental History and References**

- Written references from lessors or agents
- Rent receipts (if you have them) and/or copy of your rent payment records
- Names and contact numbers of people who can give rental or personal references
- A written history of your accommodation for the past few years
- Personal references from employers, or other people who know you well

### **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/internet/internet.nsf/online\\_services/request\\_document.htm](http://www.centrelink.gov.au/internet/internet.nsf/online_services/request_document.htm)
- Bank details, if you intend to pay your rent by direct debit

## Personal Identification (ID)

Photographic identification - drivers licence, passport, 18 plus card

Birth certificate\* or birth card

Medicare and/or health care card

Copies of accounts (eg. electricity or phone accounts) in your name

A list of documents you can use for identification is available from Centrelink at <http://www.centrelink.gov.au/internet/internet.nsf/forms/ss231.htm>

and download *Proving Your Identity to Centrelink* form.

\*may be obtained from the Registry of Births, Deaths and Marriages

## For further information

This fact sheet is part of a series of fact sheets, including:

- Fact Sheet 1 – *Identifying your housing needs*
- Fact Sheet 3 – *Finding a property to rent*
- Fact Sheet 4 – *Making a good impression*
- Fact Sheet 5 – *Inspecting a property to rent*
- Fact Sheet 6 – *Applying for a tenancy*
- Fact Sheet 7 – *Starting a tenancy*
- Fact Sheet 8 – *Where to get help when renting*
- Fact Sheet 9 – *Tenancy databases*

## Contact us

For more information, visit <http://www.housing.qld.gov.au/contact/offices/index.htm> for your local Department of Housing office's contact details.