

Fact Sheet 2 – Documents you need to rent a property

After deciding where to live, what sort of home you need and how much rent you can afford, you will need to gather personal information and documents to make a rental application.

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 or previous living arrangement
- personal identification.

You do not have to give all of this information, but if you do not, it may affect your chances of securing 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 between different agencies.

Take photocopies of these 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 securing the tenancy.

Rental history and references

- Written references from lessors or agents including their names, address and phone numbers
- Rent receipts (if you have them) and/or copies 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 including names, address and phone numbers

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 <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
- 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 <http://www.centrelink.gov.au/internet/internet.nsf/forms/ss231.htm>

*may be obtained from the Registry of Births, Deaths and Marriages by calling 1300 366 430 or email bdm-mail@justice.qld.gov.au

For more 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 – [Moving In](#)
- Fact Sheet 9 – [Where to get help when renting](#)
- Fact Sheet 10 – [Tenancy databases](#)

Contact us

Visit <http://www.housing.qld.gov.au/contact/offices/index.htm> for the contact details of your nearest Housing Services office.