

Fact Sheet 6: Applying for a tenancy

Complete an application

If you find a property you like, you may be asked to complete an application. Make sure you have:

- your rental history and references
- evidence of employment and income
- personal identification (including photographic ID)

For more information about these documents, see [Fact Sheet 2: Documents you need to rent a property.](#)

You have to sign a privacy consent form giving the agent/lessor permission to contact any people you list as referees. Before you submit applications, call the people you have listed as referees and tell them that the lessor/agent may contact them.

Follow up with the lessor/agent a few days later and ask if they need any more information.

If you need help to fill out an application, contact your local Tenancy Advice and Advocacy Service Queensland worker. For contact details, see [Fact Sheet 9: Where to get help when renting.](#)

Application fees

From 1 July 2009, the only money that can be taken from a prospective tenant is money for a holding deposit, key deposits, a rental bond or rent. Lessors/agents cannot require a prospective tenant to pay any other fees.

Holding deposits

You may be asked to pay a holding deposit, which gives you exclusive choice to enter into an agreement to rent the property. If you pay a holding deposit, the lessor/agent cannot rent the property to any one else during the holding period.

- The lessor/agent must give you a receipt when you pay this deposit.
- Make sure you know when the holding period ends. If no specific period is set out on the receipt, you have 48 hours to let the lessor/agent know if you would like the property or not.
- You must tell the lessor/agent what your decision is **before** the end of the holding period. If you do not let the lessor/agent know whether or not you will take the place by the agreed time, you will not get your holding deposit back.

- If you say you will take the place, you must take reasonable steps to enter into a residential tenancy agreement.
- When you sign the agreement, your holding deposit must go first towards your bond, then towards any rent payments.
- If you decide not to go ahead with the property, you must let the lessor/agent know within the holding period. This will ensure your holding deposit is returned to you.

If your application is successful

The agent will request that you pay the rent and/or bond once your application has been accepted. They may ask you to make an appointment to come into the agency to sign the residential tenancy agreement (Form 18a) and pay the bond and/or rent.

- You and the lessor/ agent must agree on a date when the tenancy starts. Check that this is the same date in your residential tenancy agreement.
- On this day, you receive the key to the property and can move in.
- You must pay rent from this date even if you move in later.
- [Fact Sheet 7: Starting a Tenancy](#) has further information about the steps in starting a tenancy.

If your application is unsuccessful, ask the lessor/agent why the application was rejected as this might help with your next application. Unfortunately, if the lessor/agent does not want to give you a reason for the rejection of your application, they do not have to.

For more information

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

- Fact sheet 1 – [Identifying your housing needs](#)
- Fact sheet 2 – [Documents you need to rent a property](#)
- 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 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.