



FINDING THE RIGHT TENANT

WHAT INFORMATION CAN I ASK FOR?


What can I ask for when someone applies for a tenancy?

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- Name and contact information
 - Proof of identity
 - Whether the individual is 18 years of age or older
 - Expected length of tenancy
 - Contact details for landlord and non-landlord references
 - Consent for a criminal record check (for a preferred tenant)
 - Consent for a credit report (for a preferred tenant)
 - Number of occupants to live in the property
 - Pet ownership
 - Smoking/non-smoking

What can I collect after I've chosen the preferred applicant/s?

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- Credit report
 - Relevant criminal record check
 - Date of birth (to carry out a credit check)
 - Contact details of an emergency contact person
 - Vehicle information (if necessary to provide for parking on the property).
 - Proof of income.

What should I not collect?

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- Nationality, ethnicity, origin or citizenship
 - Physical or mental disability or illness
 - Personal beliefs or opinions
 - Marital and family status
 - Gender and sexual orientation
 - Rent paid previously
 - Current expenses
 - Proof of insurance
 - Employment history
 - Broad consent to collect information from “other sources”.