

FINDING THE RIGHT TENANT

WHAT INFORMATION CAN I ASK FOR?



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

- 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?

- 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?

- 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".