

Online Rental Application – Example

Your application

Personal

- Personal details >
- About me >
- Address history 
- Employment >
- Income >
- Identity documents >
- Emergency contact >

Household

- People >
Add or remove people you will live in this property with
- Pets >
Add or remove pets you will live in this property with
- Utility connection service >

1. Personal Details

- Enter your personal details – Name, Date of Birth, Phone Number (Australian mobile number)
- Select 'Save and back'

YOUR APPLICATION - 12 OLD FARM ROAD

Personal details

First name

Rebecca

Last name

Hodges

Date of birth

02



February



1980



Delete date of birth 

Phone number (mobile preferred)

0412680785

Use numbers only, without spaces or other characters, e.g. 0416222333 or 0244443333.

Cancel

Save and back

2. About Me

Introduce Yourself

- Enter some personal details about yourself, including:
 - In Australia as a Defence sponsored international student
 - Working background
 - Personal information and family coming to Australia (if applicable)
 - Why you want this property.

Example Introduction

I am an international student from the Philippines studying at the University of Wollongong in 2025 supported by the Australian Commonwealth Department of Defence. Previously I have lived in the Philippines with my wife and 2 children, working in the Philippines Military. This property is ideal for me due to its close proximity to the University, local transport, and primary school. As the property has 3 bedrooms, this is also a good fit for my family, as my wife and 2 children will be joining me in March 2025. I receive a total fortnightly income of (XX), so I will be able to comfortably cover the advertised rent and bond required. I have included a reference letter from the Australian Department of Defence, and all other relevant identification and financial documents as required. I am looking for stable tenancy for the upcoming year and hope you will consider my application favorably.

Upload Supporting Documents

- Defence Reference Letter
 - Letter from your parent organisation
 - Any other reference letters
-
- Select 'Save and back'

YOUR APPLICATION - 12 OLD FARM ROAD

About me

Introduce yourself

Share with the agent and landlord why you are the best fit for the property.

I am an international student from the Philippines studying at the University of Wollongong in 2025 supported by the Australian Commonwealth Department of Defence. Previously I have lived in the Philippines with my wife and 2 children, working in the Philippines Military. This property is ideal for me due to its close proximity to the University, local transport, and primary school. As the property has 3 bedrooms, this is also a good fit for my family, as my wife and 2 children will be joining me in March 2025. I receive a total fortnightly income of (XX), so I will be able to comfortably cover the advertised rent and bond required. I have included a reference letter from the Australian Department of Defence, and all other relevant identification

873/3000

✔ This amount of detail is great!

Optional supporting documents

Attach any supporting document you'd like e.g. letters of recommendation, tenant ledgers or company guarantees.

📁 Upload a file

Max. 10MB - GIF, JPG, JPEG, PNG, HEIC, PDF

Cancel

Save and back

3. Address History

- Select 'Add current address'

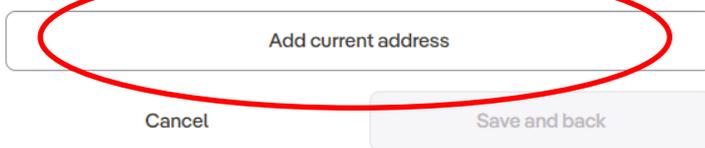
YOUR APPLICATION - 12 OLD FARM ROAD

Address history

Add two or more years of your most recent address history and help verify your details with a valid reference.

Your history could include living with parents or the property you own.

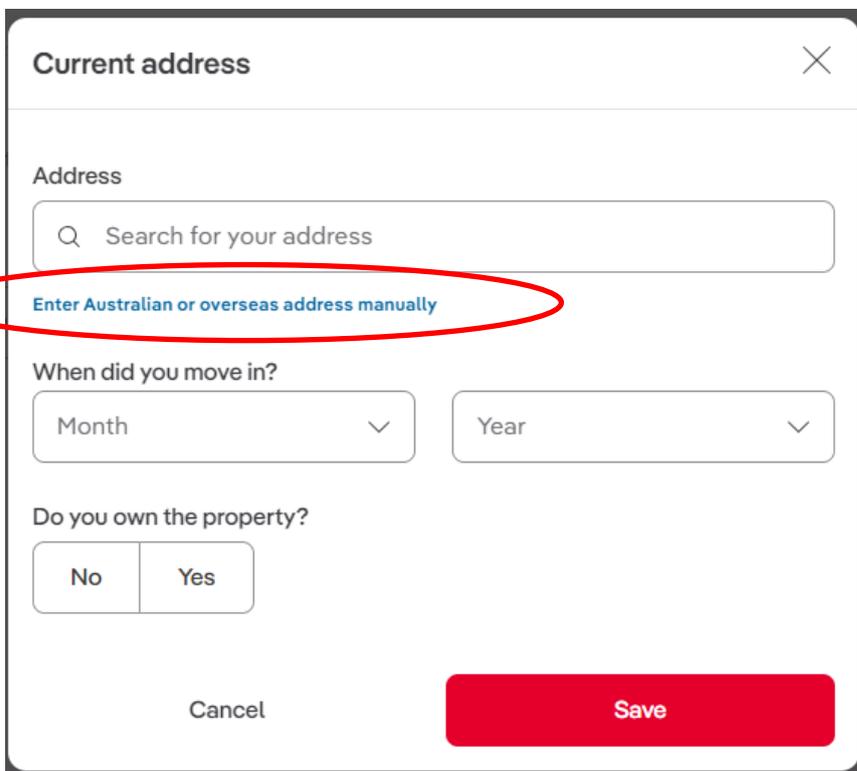
Current address



The screenshot shows a form titled 'Current address'. At the top, there is a button labeled 'Add current address' which is circled in red. Below this button are two other buttons: 'Cancel' on the left and 'Save and back' on the right.

 [How this information is used](#)

- Select 'Enter Australian or overseas address manually'



The screenshot shows a modal form titled 'Current address' with a close button (X) in the top right corner. The form contains the following fields and options:

- Address:** A search bar with a magnifying glass icon and the placeholder text 'Search for your address'.
- Enter Australian or overseas address manually:** A blue link below the search bar, which is circled in red.
- When did you move in?:** Two dropdown menus labeled 'Month' and 'Year'.
- Do you own the property?:** Two radio buttons labeled 'No' and 'Yes'.
- Buttons:** 'Cancel' and 'Save' (a red button) at the bottom.

- Enter your overseas home address in your home country
- Enter your move in month and year (approximate)
- Select 'Yes' if you owned your property, or 'No' if you did not own your property
- Select 'Save'

Current address ✕

Street and number

City or suburb

Country

Postcode State/Region

When did you move in?

Do you own the property?

- Select 'Save and back'

Address history

Add two or more years of your most recent address history and help verify your details with a valid reference.

Your history could include living with parents or the property you own.

Current address

247 Kalayaan Ave Delete ☯

Sep 2015 - Today · Current address

📍 Reference not required · Owner occupied

Previous address

Add previous address

Cancel

Save and back

4. Employment

- Select 'Employed' as the employment type
- Enter 'Department of Defence / Palladium' as the name of the company
- Enter your job title
- Enter your employment start date (approximate)

YOUR APPLICATION - 12 OLD FARM ROAD

Employment

Employment

Add your current employment information and help verify your details with a valid reference.

I am currently not employed

What's the employment type?

Employed

What's the name of the company?

Department of Defence / Palladium

What's your job title?

Military Officer

When did you start working here?

01-Jan

2018

Employment Reference – Palladium (1st reference)

- Select 'Other' as the Reference type
- Enter either 'Lauren Rourke' or 'Rebecca Hodges' as the Full name
- Enter Defence.Students@thepalladiumgroup.com as the email address
- Enter Ph:0417 646 855 as the phone number
- Select 'Save and request reference'
- *If a second reference is needed, use Defence email: ip.iet@defence.gov.au*

Employment reference

You must have this person's consent to provide their personal information and be contacted by us and/or the relevant agency during business hours.

Reference type Full name

Email ⓘ

Phone number

To confirm your employment, we'll send your referee a SMS & email.

Cancel

Save and request reference

5. Income

- Select 'Add income source'

YOUR APPLICATION - 12 OLD FARM ROAD

Income (after tax)

Sources of income

Add all your income sources to help show you can afford the rent.

Add income source

I currently don't receive any income

Recent proof of income

Attach your three most recent payslips or any other supporting documents that prove your income.

Upload a file

Max. 10MB - GIF, JPG, JPEG, PNG, HEIC, PDF

Cancel

Save and back

Income Source

- Select 'Other' as the type of income
- Select 'Fortnightly' as the Pay frequency
- Enter the \$\$ amount of your combined income – stipend + salary from home
- Select 'Add'

Income source

What type of income is it?

Other

Pay frequency

Fortnightly

Amount (after tax)

\$ 3000

Cancel Add

Proof Of Income

- Upload supporting documentation
 - Defence Reference letter showing stipend amount
 - Letter of employment / payslip from your parent force showing your salary (if you have)
 - Bank Statement from home
- Select 'Save and back'

Recent proof of income

Attach your three most recent payslips or any other supporting documents that prove your income.

Max. 10MB - GIF, JPG, JPEG, PNG, HEIC, PDF

Cancel **Save and back**

6. Identity Documents

- Upload two identity documents – At least one must be a photo ID
 - Passport
 - Driver's License / Birth Certificate
- Select 'Save and back'



YOUR APPLICATION - 12 OLD FARM ROAD

Identity documents

Add your ID

Upload images of two IDs. At least one ID must have your photo on it.

Add photo ID

Add second ID

Cancel **Save and back**

[How this information is used](#)

7. Emergency Contact

- Enter emergency contact information
- Select 'Save and back'

Emergency contact

The real estate agency requires an emergency contact who will not be living with you in case of an emergency or if you are unreachable during your tenancy.

You must have this person's consent to provide their personal information and to be contacted by the relevant agency.

Name

Relationship to you

Mobile number

Email address

Contact details will only be used by the relevant agency in an emergency or if you are unreachable

Confirm email address

Cancel

Save and back

8. People

- Select 'Yes' if your family will be joining you, or 'No' if you will be living by yourself

 realestate.com.au

YOUR APPLICATION - 12 OLD FARM ROAD

People

Will anyone else be living with you?

Yes

No

Cancel

Save and back

 [How this information is used](#)

- Select 'Add occupant' to add family members if your family will be joining you in Australia.

YOUR APPLICATION - 12 OLD FARM ROAD

People

Will anyone else be living with you?

Yes No

Add details of occupants and leaseholders you plan to live with.

▼ Add occupants

Add occupant

> Add leaseholders

Cancel

Save and back

 [How this information is used](#)

- Indicate whether the occupant is over 18 (spouse), or under 18 (children)
- Enter name of occupant
- Select 'Save'

Add person ✕

Is the occupant 18 years of age or over?

Yes No

Occupant's given name

Cancel **Save**

- Select 'Add occupant' to add additional family members
- Select 'Save and back'

People

Will anyone else be living with you?

Yes No

Add details of occupants and leaseholders you plan to live with.

▼ Add occupants

We've added occupants from your Renter Profile.

Jack 18 y.o. or over	Remove
Jill 12 y.o.	Remove
Jenny 15 y.o.	Remove

> Add leaseholders

Cancel

9. Utility Connection Service

- Select 'Yes' if you would like to be contacted about utility connection services if application is successful
- Select 'Save and back'

realestate.com.au

YOUR APPLICATION - 12 OLD FARM ROAD

Utility connection service

Would you like to be contacted about **moving or utility connection services** (for the purposes of arranging your energy plan and other services) if your application is successful?

Yes No

If 'Yes', the agency managing this property will share your contact information with their preferred moving and utility connection service. Speak to the agency to find out more about their preferred providers.

If 'No', you won't be contacted about utilities and connections services. However, successful applicants for properties based in Victoria may still be contacted for water connections services as per Victoria's State guidelines.

Cancel