

Use this form to apply for a:

- **Bond Loan:** An interest free loan for people who cannot afford to pay a rental bond.
- **Rental Grant:** A once-only grant paid to people who are in housing crisis and who need assistance to meet the costs of moving into private rental accommodation

Who should complete this form

This form only needs to be completed once for the property you wish to rent. However, any person who will be listed as a **tenant** on the **Tenancy Agreement** for the property you wish to rent will need to complete a **Tenant Details** section in **part 4** of this form.

Eligibility

Information on eligibility for private rental assistance is available from any Housing Services office or online at www.housing.qld.gov.au/loans

What proof is required

You will need to provide copies of documents that prove your **identity, Australian residency status, current address and income**. If you are applying for a **Rental Grant**, you will also need to provide a copy of a document confirming your **current circumstances**. Acceptable document types are listed in **part 4** of this form.

Filling in this form

- Questions marked with * must be completed.
- If you are completing this form electronically, you can **save** this file at any time and come back to it later. Some sections may appear/disappear based on your responses.
- If you decide to print and fill out this form, please use a black or blue pen, write in **BLOCK LETTERS** and select options with a tick.

Assistance completing this form

Hints are available throughout the form, but if you still experience difficulties please phone **1300 880 882** for further assistance

Submitting your application

You can submit your application and the required documents:

- **online** - attach electronic copies of the required documents and use the 'Submit' button in **part 5** to complete the submission
- **by post** - Bond Loans Processing Team, PO Box 1120, Bundaberg, Qld 4670
- **by fax** - 1300 762 514
- **in person** - at your nearest Housing Services office (www.housing.qld.gov.au/contact), Customer Services Centre, Queensland Government Agent Program office (QGAP) or Courthouse
- **by email** - bondloans@communities.qld.gov.au

After submitting your application

A Department of Communities (Housing and Homelessness Services) officer will contact you to discuss your application. If you choose to send copies of your evidence documents separately, they must be received within **28 days** of receiving your application, or your application will be **cancelled**.

Personal Information Privacy Notice

The Department of Communities is collecting personal information on this form to assess your eligibility for housing assistance. This is authorised by the *Housing Act 2003*. To assist you with your housing needs and services, relevant personal information may, in very limited and specific circumstances, be disclosed to: partner agencies, service providers, agencies authorised by legislative provisions, and local governments and non-governmental agencies that now, or will provide you with housing and/or support services. Limited personal information may be used for housing related research, policy or planning functions. Unless authorised or required by law, your personal information will not be passed on to any to any other third party without your consent. More information about the department's privacy policy is available on our website at www.housing.qld.gov.au/privacy

1 Assistance products

* Which product(s) are you applying for?

(select all that apply)

- Bond Loan
 Rental Grant

Note: The **Rental Grant** product can only be received once. If you have received a **Rental Grant** previously, you may still use this form to apply for a **Bond Loan**.

2 Rental property

* Have you identified a property you wish to rent?

- Yes
 No (skip to part 3)

* I will submit my completed **rental property details** by:

(select one)

- Mailing a paper copy
 Faxing a copy
 Submitting a copy in person
 Emailing an electronic (scanned) copy
 Completing the **rental property details** below



You can complete the **rental property details** section here or submit it separately within **28 days** of submitting your application.

To submit it separately you will need to print a copy of the **rental property details** section, then skip to part 3.

Rental property details

* Rental property address

Unit/Street number and name

Suburb/Locality

State/Territory

Queensland

Postcode

A Queensland **Bond Loan** or **Rental Grant** can only be received for rental properties in **Queensland**.

* What type of property is this?

(select one)

- House
 Caravan
 Unit
 Boarding house
 Aged rental accommodation
 Supported accommodation

How many bedrooms?

Lease details

* Lease start date

DD/MM/YYYY

* Weekly rent

\$

Example: 350.55

* Total rental bond

\$

Example: 1422.20

The **total rental bond** is usually four times the **weekly rent**. Ask the lessor of the lease if you are unsure.

* Has a cash contribution been made towards the rental bond?

- Yes
 No (skip to Lessor or Lessor's Agent Details section)

Lessor or Lessor's Agent details

Provide details below for the Agent, Owner, Service Provider, Caretaker or Manager who appears as the **Lessor or Lessor's Agent** on the Lease.

* Lessor's name	First name <input type="text"/>	Other names <input type="text"/>	Last name <input type="text"/>
* Phone number	<input type="text"/> Example: 0755541234		
Other contact details	Facsimile number <input type="text"/> Example: 0755541235	Email address <input type="text"/>	
* Postal address	Unit/Street number and name <input type="text"/>	Suburb/Locality <input type="text"/>	
	State/Territory <input type="text"/>	Postcode <input type="text"/>	Country <input type="text"/>

3 Tenants, residents and dependents

* What will the household structure be? (excluding residents)

(select one)

- Single tenant, no dependents
- Single tenant, with dependents
- Two tenants, no dependents
- Two tenants, with dependents
- Three or more tenants (with or without dependents)

Tenants: Any adult listed as a Tenant on the Tenancy Agreement must be counted here as a tenant.

Dependents: Any child (younger than 18 years) or adult that is a legal and financial dependent of a tenant must be counted here as a dependent.

Residents: Any adults not considered tenants or dependents of a tenant **must not be counted here**.

* How many Tenants will be on the Tenancy Agreement?

Anyone who will be listed as a **Tenant** on the **Tenancy Agreement** for the property you wish to rent must be counted here and must complete a Tenant Details section in **part 4**.

* How many dependents will live at the property?

The following information must be completed for each of the dependents who will live at the property.

Dependent 1

* Full name	First name <input type="text"/>	Other names <input type="text"/>	Last name <input type="text"/>
* Gender	<input type="radio"/> Male <input type="radio"/> Female		
* Date of Birth	<input type="text"/> DD/MM/YYYY		

Dependent 2

* Full name First name Other names Last name

* Gender Male Female

* Date of Birth
DD/MM/YYYY

Dependent 3

* Full name First name Other names Last name

* Gender Male Female

* Date of Birth
DD/MM/YYYY

Dependent 4

* Full name First name Other names Last name

* Gender Male Female

* Date of Birth
DD/MM/YYYY

4 Tenant details

The following information must be completed for each of the **Tenants** counted above in **part 3**.

Tenant 1

Personal details

* Full name	First name <input type="text"/>	Other names <input type="text"/>	Last name <input type="text"/>
Also known as (or previously known as)	First name <input type="text"/>	Other names <input type="text"/>	Last name <input type="text"/>
* Gender	<input type="radio"/> Male	<input type="radio"/> Female	
* Date of Birth	<input type="text"/> DD/MM/YYYY		
* Are you employed by the Queensland Department of Communities?	<input type="radio"/> Yes	<input type="radio"/> No	

Centrelink reference number

Only answer this question if you have previously received assistance from **Centrelink**.

Please indicate if you are of:
(select all that apply)

- Aboriginal origin
 Torres Strait Islander origin
 Australian South Sea Islander origin
 Another cultural or linguistic background

This question is optional and will not affect your application. If you do answer, the information will help us to continue to improve services.

Contact details

* Phone numbers (provide at least one)	Home phone <input type="text"/> Example: 0755541234	Mobile phone <input type="text"/> Example: 0499123456
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Email address

* Where are you living now?	Unit/Street number and name <input type="text"/>
	Suburb/Locality <input type="text"/>
	State/Territory <input type="text"/> Postcode <input type="text"/>

Your living address is required to assess your eligibility.

* Postal address	<input type="checkbox"/> Same as where I'm living
	Unit/Street number and name <input type="text"/>
	Suburb/Locality <input type="text"/>
	State/Territory <input type="text"/> Postcode <input type="text"/>

Alternative contact details (optional)

Enter the details of one or two people we can contact regarding your whereabouts if we have difficulty contacting you.

Alternative contact 1

Full name	First name <input type="text"/>	Other names <input type="text"/>	Last name <input type="text"/>
Relationship to contact	<input type="text"/> Examples: My mother, My friend, My support worker		
Phone number	<input type="text"/> Example: 0755541234		

Alternative contact 2

Full name	First name <input type="text"/>	Other names <input type="text"/>	Last name <input type="text"/>
Relationship to contact	<input type="text"/> Examples: My mother, My friend, My support worker		
Phone number	<input type="text"/> Example: 0755541234		

Eligibility

- * What is your residency status?
(select one)
- Australian Citizen
 - Australian Permanent Resident
 - Australian Temporary Protection Visa
 - Australian Permanent Protection Visa
 - Australian Resolution of Status Visa
 - Temporary Bridging Visa to Residency Status
 - None of the above

- * Which of the following assistance have you received previously?
(select all that apply)
- Bond Loan
 - Rental Grant
 - Departmentally managed social housing
 - Community managed social housing
 - Aboriginal and Torres Strait Islander Housing
 - None of the above

Only include assistance received from the Queensland Government.

If you haven't received any of these products previously, select 'None of the above'.

- * What types of income do you receive?
(select all that apply)
- Centrelink
 - Department of Veteran Affairs
 - Wages/Salary
 - Self-employed
 - Other

- * Total cash and savings \$
Nearest dollar, example: 120

- * Do you own or part-own: Residential property
 Caravan / Mobile home / Live-aboard boat
 (select all that apply) -----
 None of the above

Only select **caravan / mobile home**, or **live-aboard boat** if it is permanently connected to normal household utilities.

If you select **residential property** or **caravan / mobile home / live-aboard boat**, you may be ineligible for a bond loan or rental grant.

Evidence documents

You can attach electronic or scanned copies of your evidence documents here or submit them separately. If you submit them separately, please include your **submission reference or full name** with each document. All required documents must be received within **28 days** of submitting this form or your application will be cancelled.

Proof of identity

- * I will submit my two **proof of identity** documents by:
 (select all that apply) Mailing a paper copy
 Faxing a copy
 Submitting a copy in person
 Emailing an electronic (scanned) copy



You must submit two documents from the **primary** or **secondary** identification document types lists.

At least one of them must be from the **primary list**.

Proof of Australian residency status

- * I will submit my **proof of Australian residency status** document by:
 (select one) Mailing a paper copy
 Faxing a copy
 Submitting a copy in person
 Emailing an electronic (scanned) copy



You must submit one of the following:

- An Australian Birth Certificate.
- An Australian citizenship certificate.
- An Australian passport.
- A New Zealand passport.
- Medicare card (green colour only).
- Centrelink income statement showing you are currently receiving a full benefit.
- A passport with visa stamps or labels indicating you are a Permanent Resident.
- An Evidence of Resident Status Certificate issued by the Department of Immigration and Multicultural Affairs.

Proof of current address

- * I will submit my **proof of current address** document by:
 (select one) Mailing a paper copy
 Faxing a copy
 Submitting a copy in person
 Emailing an electronic (scanned) copy



You must submit a document that shows your current address, for example:

- Centrelink Income and Assets Statement
- Electricity bill
- Rent receipt

Proof of income

- * I will submit my **proof of income** documents by:
 (select all that apply) Mailing a paper copy
 Faxing a copy
 Submitting a copy in person
 Emailing an electronic (scanned) copy



You must submit documents that detail the **last four weeks** of income for each source of income you declared earlier.

- For **Centrelink** use www.housing.qld.gov.au/centrelink-consent
- For **Wages/Salary** use www.housing.qld.gov.au/income-declaration

Declaration

- * By entering my name I declare that to the best of my knowledge, the information provided on and in conjunction with this form is true and correct. I understand that I will commit an offence and be liable to a penalty under the *Housing Act 2003* if I knowingly provide to the Department of Communities false or misleading information that may influence decisions about my eligibility for housing services and may make my application invalid. I have read, understand and agree to the terms of the Personal Information Privacy Notice on the front page of this form.

First name

Other names

Last name

- * Date

DD/MM/YYYY

Tenant 2

Personal details

* Full name	First name <input type="text"/>	Other names <input type="text"/>	Last name <input type="text"/>
Also known as (or previously known as)	First name <input type="text"/>	Other names <input type="text"/>	Last name <input type="text"/>
* Gender	<input type="radio"/> Male	<input type="radio"/> Female	
* Date of Birth	<input type="text"/> DD/MM/YYYY		
* Are you employed by the Queensland Department of Communities?	<input type="radio"/> Yes	<input type="radio"/> No	

Centrelink reference number

Only answer this question if you have previously received assistance from **Centrelink**.

Please indicate if you are of:

- Aboriginal origin
- Torres Strait Islander origin
- Australian South Sea Islander origin
- Another cultural or linguistic background

This question is optional and will not affect your application. If you do answer, the information will help us to continue to improve services.

Contact details

* Phone numbers (provide at least one)	Home phone <input type="text"/> Example: 0755541234	Mobile phone <input type="text"/> Example: 0499123456
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Email address

* Where are you living now?	Unit/Street number and name <input type="text"/>
	Suburb/Locality <input type="text"/>
	State/Territory <input type="text"/>
	Postcode <input type="text"/>

Your living address is required to assess your eligibility.

* Postal address	<input type="checkbox"/> Same as where I'm living
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	Postcode <input type="text"/>

Alternative contact details (optional)

Enter the details of one or two people we can contact regarding your whereabouts if we have difficulty contacting you.

Alternative contact 1

Full name	First name <input type="text"/>	Other names <input type="text"/>	Last name <input type="text"/>
Relationship to contact	<input type="text"/> Examples: My mother, My friend, My support worker		
Phone number	<input type="text"/> Example: 0755541234		

Alternative contact 2

Full name	First name <input type="text"/>	Other names <input type="text"/>	Last name <input type="text"/>
Relationship to contact	<input type="text"/> Examples: My mother, My friend, My support worker		
Phone number	<input type="text"/> Example: 0755541234		

Eligibility

- * What is your residency status?
- Australian Citizen
 - Australian Permanent Resident
 - Australian Temporary Protection Visa
 - Australian Permanent Protection Visa
 - Australian Resolution of Status Visa
 - Temporary Bridging Visa to Residency Status
 - None of the above

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 - Community managed social housing
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 - None of the above

Only include assistance received from the Queensland Government.

If you haven't received any of these products previously, select 'None of the above'.

- * What types of income do you receive?
- Centrelink
 - Department of Veteran Affairs
 - Wages/Salary
 - Self-employed
 - Other

* Total cash and savings \$
Nearest dollar, example: 120

- * Do you own or part-own:
- Residential property
 - Caravan / Mobile home / Live-aboard boat
 - None of the above

Only select **caravan / mobile home**, or **live-aboard boat** if it is permanently connected to normal household utilities.

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Proof of identity

* I will submit my two **proof of identity** documents by:

- Mailing a paper copy
- Faxing a copy
- Submitting a copy in person
- Emailing an electronic (scanned) copy



You must submit two documents from the **primary** or **secondary** identification document types lists.

At least one of them must be from the **primary list**.

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You must submit one of the following:

- An Australian Birth Certificate.
- An Australian citizenship certificate.
- An Australian passport.
- A New Zealand passport.
- Medicare card (green colour only).
- Centrelink income statement showing you are currently receiving a full benefit.
- A passport with visa stamps or labels indicating you are a Permanent Resident.
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Proof of current address

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You must submit a document that shows your current address, for example:

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- Rent receipt

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Declaration

- * By entering my name I declare that to the best of my knowledge, the information provided on and in conjunction with this form is true and correct. I understand that I will commit an offence and be liable to a penalty under the *Housing Act 2003* if I knowingly provide to the Department of Communities false or misleading information that may influence decisions about my eligibility for housing services and may make my application invalid.

I also declare that I have read, understand and agree to the terms of the Personal Information Privacy Notice on the front page of this form and the SmartForm Service Terms and Conditions.

First name

Other names

Last name

- * Date

DD/MM/YYYY

Tenant 3

Personal details

* Full name	First name <input type="text"/>	Other names <input type="text"/>	Last name <input type="text"/>
Also known as (or previously known as)	First name <input type="text"/>	Other names <input type="text"/>	Last name <input type="text"/>
* Gender	<input type="radio"/> Male <input type="radio"/> Female		
* Date of Birth	<input type="text"/> DD/MM/YYYY		
* Are you employed by the Queensland Department of Communities?	<input type="radio"/> Yes <input type="radio"/> No		

Centrelink reference number

Only answer this question if you have previously received assistance from **Centrelink**.

Please indicate if you are of:

- Aboriginal origin
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* Where are you living now?

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Your living address is required to assess your eligibility.

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Alternative contact details (optional)

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Phone number	<input type="text"/> Example: 0755541234		

Alternative contact 2

Full name	First name <input type="text"/>	Other names <input type="text"/>	Last name <input type="text"/>
Relationship to contact	<input type="text"/> Examples: My mother, My friend, My support worker		
Phone number	<input type="text"/> Example: 0755541234		

Eligibility

- * What is your residency status?
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Proof of current address

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Declaration

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I also declare that I have read, understand and agree to the terms of the Personal Information Privacy Notice on the front page of this form and the SmartForm Service Terms and Conditions.

First name

Other names

Last name

- * Date

DD/MM/YYYY