

**(OFFICE USE ONLY)**

Bond Loan Application Number

Rental Grant Application Number

# Private Rental Assistance Household Application Form



**Queensland Government**

Department of Housing

## Type of Assistance:

**Please tick the type of assistance you wish to apply for.**

- Bond Loan
- Rental Grant

*Please note: Different eligibility criteria apply for each type of assistance.*

When you have completed the Private Rental Assistance Household Application and Individual Details forms and have all the required documentation, please telephone your nearest Queensland Department of Housing office to make an appointment for an interview to have your application processed. All proposed household members other than dependent children must attend the interview. If there is no Queensland Department of Housing office or agency nearby, the application may be posted or faxed to the nearest office or agency.

## A. Household Summary

This section must be completed for all people who are listed on the general tenancy agreement as tenants.

Household Member	Applicant 1	Applicant 2	Applicant 3	Applicant 4
Surname				
Given Names 1st				
2nd				
Male/Female				
Date of Birth				
Income Type (ie Wages, Aged Pension, Newstart Allowance etc)				
Are you currently living in the property this loan is for?	Yes / No	Yes / No	Yes / No	Yes / No
Do you have a current public housing application?	Yes / No	Yes / No	Yes / No	Yes / No

\* Evidence of income is required for each applicant listed above (Employer's Declaration or Centrelink Statement).

Household Member	Dependant 1	Dependant 2	Dependant 3	Dependant 4
Surname				
Given Names 1st				
2nd				
Male/Female				
Date of Birth				

## B. Household Details

1. Which of the following best describes the members of the household who will be living in the property to be rented?

- Single Person     
  Couple no Children     
  Single Parent with Children  
 Couple with Children   
  Other

2. Number of dependants \_\_\_\_\_

3. Please supply one current correspondence address where you can be contacted during the processing of this application.

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## C. Details of Property to be Rented

This section must be completed by the Lessor/Agent, Owner/Service Provider, Caretaker/Manager.

1. What is the address of the proposed rental property?

Unit Name \_\_\_\_\_ Unit/Room No. \_\_\_\_\_  
 Street No. \_\_\_\_\_ Street Name \_\_\_\_\_  
 Suburb \_\_\_\_\_ Postcode \_\_\_\_\_

2. What is the weekly rent for the property? \$ \_\_\_\_\_

3. Has a cash contribution been made towards the rental bond?  Yes  No

*(Do not include holding deposits)*

If YES, what is the amount of the contribution? \$ \_\_\_\_\_

4. What is the total rental bond on the property? \$ \_\_\_\_\_

5. Please indicate the number of bedrooms in the property.

One  Two  Three  Four or more

6. What is the start date of the lease? \_\_\_\_/\_\_\_\_/\_\_\_\_

7. What is the length of the lease? \_\_\_\_\_ months

8. Please list the full names of all proposed tenants and all residents of the property.

TENANTS	RESIDENTS

9. Please indicate which Act this accommodation is governed by and what type of property it is:

Residential Tenancies Act 1994 – RTA

House  Unit  Caravan

Residential Services (Accommodation) Act 2002 – RSA

Boarding House  Aged Rental Accommodation  Supported Accommodation

10. Please indicate the name and address of the Lessor/Agent, Owner/Service Provider or Caretaker/Manager.

*(Please use stamp where available)*

Name \_\_\_\_\_

Street No. \_\_\_\_\_ Street Name \_\_\_\_\_

Suburb \_\_\_\_\_ Postcode \_\_\_\_\_

Telephone No. \_\_\_\_\_ Facsimile No. \_\_\_\_\_

Agent Code \_\_\_\_\_

Signature \_\_\_\_\_ Date \_\_\_\_/\_\_\_\_/\_\_\_\_

## D. Declarations

**All applicants must sign the following declarations in front of a Witness, either a representative of the Queensland Department of Housing, a Justice of the Peace or a Commissioner for Declarations.**

“I/We authorise the Queensland Department of Housing and the Residential Tenancies Authority to exchange information about us, our tenancy, the rental bond and the Bond Loan relating to it.”

“I/We authorise the Queensland Department of Housing and the lessor/agent to exchange information about us, our tenancy, the rental bond and the Bond Loan relating to it.”

“I/We hereby declare that to my/our knowledge, all questions on this application have been answered truthfully and correctly and that all relevant information has been provided.”

Your name and current address, and any previous address for you in our records, may be disclosed if requested to the State Penalties Enforcement Registry. Material on your file may also be subject to possible disclosure under the *Freedom of Information Act 1992*.

### **PENALTY FOR FALSE STATEMENT**

You are required to declare that all questions on this form have been answered truthfully and correctly. It is an offence under Section 17 of the *Housing Act 2003* to give information that is known to be false or misleading and can carry a penalty. **False or misleading information will make an application invalid.**

### **PERSONAL INFORMATION PRIVACY NOTICE**

The Department of Housing is collecting personal information on this form to provide you with housing assistance or assess grant funding applications. 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 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/footer/privacy.htm](http://www.housing.qld.gov.au/footer/privacy.htm)

Signature of Applicant 1 \_\_\_\_\_ Date \_\_\_\_/\_\_\_\_/\_\_\_\_

Signature of Applicant 2 \_\_\_\_\_ Date \_\_\_\_/\_\_\_\_/\_\_\_\_

Signature of Applicant 3 \_\_\_\_\_ Date \_\_\_\_/\_\_\_\_/\_\_\_\_

Signature of Applicant 4 \_\_\_\_\_ Date \_\_\_\_/\_\_\_\_/\_\_\_\_

Signature of Witness \_\_\_\_\_ Date \_\_\_\_/\_\_\_\_/\_\_\_\_

J.P./C.Dec No. \_\_\_\_\_

*(The witness must be a Justice of the Peace, a Commissioner for Declarations, or a representative of the Queensland Department of Housing.)*

If the witness is a Justice of the Peace or a Commissioner for Declarations and the application is to be mailed or faxed, Section F ‘Mailed or Faxed Applications’ must be completed.

## E. Approved Forms of Identification

Before assistance can be offered, all applicants must provide sufficient proof of identification. At least two (2) items from the list below must be brought to the interview for each person. One (1) form of identification must be from the primary category list. Please complete the reference number\* relating to identification provided. Applicants are required to provide a copy\* of their identification.

\*For security reasons, do not record reference numbers from, or supply copies of, credit cards.

### Primary Category Documents

	Reference Number			
	Applicant 1	Applicant 2	Applicant 3	Applicant 4
<input type="checkbox"/> Birth Certificate	_____	_____	_____	_____
<input type="checkbox"/> Passport	_____	_____	_____	_____
<input type="checkbox"/> Driver's Licence with photograph	_____	_____	_____	_____
<input type="checkbox"/> 18 Plus Card with photograph	_____	_____	_____	_____
<input type="checkbox"/> Queensland Shooter's Licence with photograph	_____	_____	_____	_____
<input type="checkbox"/> Immigration Papers or other documents issued by the Australian Government Department of Immigration	_____	_____	_____	_____
<input type="checkbox"/> Naturalisation or Citizenship Certificate	_____	_____	_____	_____
<input type="checkbox"/> Centrelink/Department of Veteran Affairs Customer Reference Number (CRN/DVA) on official documents or correspondence	_____	_____	_____	_____
<input type="checkbox"/> Pensioner Health Benefit Card	_____	_____	_____	_____

### Secondary Category Documents

	Reference Number			
	Applicant 1	Applicant 2	Applicant 3	Applicant 4
<input type="checkbox"/> Bank, credit card or ATM containing signature Reference number for credit cards should not be recorded	_____	_____	_____	_____
<input type="checkbox"/> Recent account statements or bankbook showing recent transactions	_____	_____	_____	_____
<input type="checkbox"/> Apprenticeship Indenture Papers	_____	_____	_____	_____
<input type="checkbox"/> Student Card with photograph	_____	_____	_____	_____
<input type="checkbox"/> Other photographic I.D.	_____	_____	_____	_____
<input type="checkbox"/> Original Australian Marriage Certificate	_____	_____	_____	_____
<input type="checkbox"/> Life Insurance Policies	_____	_____	_____	_____
<input type="checkbox"/> Divorce Papers	_____	_____	_____	_____
<input type="checkbox"/> Occupational Registration Documents	_____	_____	_____	_____
<input type="checkbox"/> Taxation Assessment Notice	_____	_____	_____	_____
<input type="checkbox"/> Medicare Card	_____	_____	_____	_____
<input type="checkbox"/> Other – Please ask staff for information	_____	_____	_____	_____

## F. Mailed or Faxed Applications

This section must be completed by a Justice of the Peace or a Commissioner for Declarations if you are lodging this application by mail or facsimile.

I \_\_\_\_\_ of \_\_\_\_\_ a

Justice of the Peace/Commissioner for Declarations in the State of Queensland hereby certify that I have sighted two (2) approved forms of identification (as found on this page) for all applicants listed in the Section A 'Household Summary', and whose signatures appear in Section D.

Justice of the Peace/Commissioner for Declarations \_\_\_\_\_ Date \_\_\_\_/\_\_\_\_/\_\_\_\_

C.Dec/J.P. No. \_\_\_\_\_

The Justice of the Peace or Commissioner for Declarations must also initial each applicant's Individual Details Form to certify that approved forms of identification have been produced.

## G. Approved Forms of Evidence of Income

You will need to provide the department with verification of your income. Documents used to provide proof of income include:

- Centrelink or Veterans' Affairs payment form or Centrelink Income and Assets Statement;
- Employers Declaration form;
- copies of pay slips for the last six (6) weeks (e.g. six (6) pay slips for applicants who are paid weekly or three (3) pay slips for applicants who are paid fortnightly);
- a written declaration/statement from their employer of the last six (6) weeks income;
- WorkCover payment advice letter or payment slips;
- written statement from a superannuation company;
- a letter or advice relating to the payment of an overseas pension;
- a letter from the Child Support Agency outlining child maintenance payments;
- a letter from a registered Accountant stating the applicant/s income details; or
- last year's Tax Assessment Notice from the Australian Taxation Office for self-employed applicants.

**CHECKLIST** (please tick the boxes below)

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- Has this application form been fully completed by people who are listed in Section A Household Summary?
- Has each applicant fully completed an Individual Details Form?
- Does each applicant have two (2) forms of identification as listed on this form?
- Are the two (2) forms of identification for each applicant legible?
- Has each applicant provided evidence of income?
- Does each applicant have written evidence that supports their eligibility to meet the Rental Grant criteria (Rental Grant only)?

**APPLICATION PROCESSING**

**(OFFICE USE ONLY)**

**Bond Loan Application**

entered by Housing Officer \_\_\_\_\_ Signature Date \_\_\_/\_\_\_/\_\_\_

**Bond Loan Eligibility Criteria overridden**

and application approved  
by Senior Housing Officer \_\_\_\_\_ Signature Date \_\_\_/\_\_\_/\_\_\_

**Bond Loan Application checked, Bond Loan approved**

and Bond Loan Agreement  
checked by Housing Officer \_\_\_\_\_ Signature Date \_\_\_/\_\_\_/\_\_\_

**Rental Grant Application**

entered by Housing Officer \_\_\_\_\_ Signature Date \_\_\_/\_\_\_/\_\_\_

**Rental Grant application checked and approved**

and signed by Senior Housing Officer \_\_\_\_\_ Signature Date \_\_\_/\_\_\_/\_\_\_

**Rental Grant Eligibility Criteria overridden**

and application approved by  
Client Service Manager \_\_\_\_\_ Signature Date \_\_\_/\_\_\_/\_\_\_