



Your guide to completing the Private Rental Assistance household application form

- Have you completed all the questions on the Private Rental Assistance application form? Yes No
- Has the new lessor/agent completed the Details of Property to be Rented section on the Private Rental Assistance application form? Yes No
- Have you had your income verified on the forms provided? Yes No
- Has an Individual Details form been completed for each applicant? Yes No
- Has your current lessor/agent completed the appropriate section on the Individual Details form? Yes No
- Do you have two forms of identification as detailed in the Private Rental Assistance application form? Yes No

MAILED OR FAXED APPLICATIONS ONLY

- Has a Justice of the Peace or Commissioner for Declarations witnessed the applicant's signatures on the Private Rental Assistance application form and the Individual Details form? Yes No
- Has a Justice of the Peace or Commissioner for Declarations sighted two appropriate forms of identification for each applicant who will be living at the property? Yes No
- Has a Justice of the Peace or Commissioner for Declarations completed the declaration on the Private Rental Application form? Yes No
- Have you had the copies of the two approved forms of identification certified by a Justice of the Peace or Commissioner for Declarations? Yes No

If you have answered 'yes' to all of the above and you have completed all appropriate forms, please telephone a Department of Housing office to make an appointment to have the application processed. This will assist the Department to process your application as soon as possible.

If you require any further information, please contact your nearest Department of Housing office as listed in the White Pages telephone directory.