

Application for Housing

Awabakal Ltd has a number of properties which are considered as subsidised social housing.

Applications are placed onto the Awabakal Housing List, and are prioritised from time to time as and when required, through a formal allocation process as per the Housing Allocations Policy.

All allocations are confirmed by the Board of Directors. This application does not guarantee you immediate housing, and the waiting list is quite extensive. Applicants should always maintain regular contact with the Administration Office of Awabakal Ltd, to ensure details are current and accurate.

Privacy Statement

Awabakal Ltd is committed to protecting the privacy of personal information which is consistent with the principles of the Privacy and Personal Information Protection Act, 1998.

OFFICE USE ONLY

Application no.:

Effective date:

Motion no.:

Please use block letters and print in **black** or **blue** pen only. Please mark relevant boxes with an X. If you need more room for any questions, please include details on a separate page and attach it to your application.

A: Personal details of main applicant

1. Your name

Title: Mr Mrs Ms Miss

Last Name:

First and Middle Name(s):

2. Sex Male Female

3. Date of birth / /

4. Are you Aboriginal or Torres Strait Islander? Yes No

If yes, please attach proof (see eligibility requirements)

5. Residential address

Street address:

Suburb: State: Postcode:

6. Contact details

Phone/mobile: Email:

7. Are you a current tenant of Awabakal? Yes No

If so, what is your current address?

Street address:

Suburb: State: Postcode:

8. Are you a tenant of another community housing provider? Yes No

If yes, please provide details:

9. Are you registered with the NSW Department of Housing? Yes No

If yes, what is your DOH T-number?

10. Are you a previous tenant of Awabakal? Yes No

If so, what is your current address?

Street address:

Suburb: State: Postcode:

11. Are you renting through an agent? Yes No

If so, what is your current address?

Street address:

Suburb: State: Postcode:

12. Tenant rental history

Current address

Street address:

Suburb: State: Postcode:

Period of occupancy: From / / To / /

Landlord/agent details (if applicable):

Rent: \$..... Payment period (circle): Weekly / Fortnightly / Monthly

Reason for leaving?

.....

.....

.....

.....

Application for Housing

Previous address

Street address:

Suburb: State: Postcode:

Period of occupancy: From / / To / /

Landlord/agent details (if applicable):

Rent: \$..... Payment period (circle): Weekly / Fortnightly / Monthly

Reason for leaving?

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Have you ever been evicted from a premise? Yes No

Are you currently in debt to any Landlord/Agent? Yes No

Was your bond refunded? Yes No

B: Application details

1. Please list below each person to be housed, including yourself:

Last Name	First Name	Date of Birth	Place of origin	Sex	Relationship to you

You must provide two forms of identification for every household member (i.e. drivers licence, passport, student card, healthcare card, Medicare card, bank card). Your signature **MUST** be on at least one form of identification. See the checklist for more information.

2. Are you, or anyone to be housed with you, expecting a baby? Yes No

If yes, please provide a letter from your doctor stating the date the baby is due and the sex of the baby, if known.

3. If children are listed on this application, are you the custodial parent? Yes No

If no, please provide a letter from you solicitor, the family court, or a statutory declaration from the children's guardian confirming the custody/access arrangement and the length of time you have access.

D: Asset details

Do you, or anyone to be housed with you, own or part-own any real estate, including a house, unit or other property?

Yes No

If yes, what is the owner's Last Name:

Address of property

Street address:

Suburb: State: Postcode:

What is the value of the owner's share of the property? \$

Is the owner attempting to sell the property? Yes No

Please provide a letter from an approved valuer, stating the market value of the property. If the property is held in trust, please provide a letter from the executor of the estate. If the property is part owned, please provide information detailing the names of all the owners and their percentage ownership.

Do you or anyone to be housed with you, have any of the following:

Savings/bank accounts Yes No

Mobile homes Yes No

Recreation vehicles; e.g. boats, caravans, etc. Yes No

Shares – estates, businesses Yes No

Stock market bonds or other investments Yes No

Superannuation funds that can be accessed Yes No

Land or property of any kind Yes No

Income from any other source not listed Yes No

If yes to any of the above, please supply documentation stating the value of the asset.

E: Additional housing needs

1. Do you, or anyone to be housed with you have a disability? Yes No

If yes, please provide details:

.....

2. Are there any ongoing medical expenses as a result of the disability? Yes No

If yes, please provide details:

.....

3. Do you, or anyone to be housed with you, require modifications? Yes No
For example; ramps for wheelchair access.

If yes, please provide details from your doctor or relevant health professional (e.g. occupational therapist), detailing the type of modifications required.

F: Extenuating circumstances

1. Are you currently in housing that is unsuitable/unhealthy or unsafe? Yes No

If yes, please provide details:

.....

2. Are you seeking assistance because of violence? Yes No

If yes, please provide details:

.....

3. Are there other reasons that you need support? Yes No

If yes, please provide details:

.....

G: Form of authority

Note: Some applicants may have a support worker. When assessing your application we may need to talk to your support worker, care giver or health professional to discuss details which directly relate to your housing needs to assist us process your application.

I
Name of applicant

Hereby authorise the following agency to confirm/clarify information relevant to my Housing Application with Awabakal Ltd.

.....
Name of health professional/support worker

of
.....
Name of agency

.....
Address of agency

.....
Contact phone number

I agree that only details which directly relate to my Housing application can be discussed. The release of information from the above agency is for the sole purpose of clarifying issues in relation to my application for Awabakal Housing and for no other purpose.

Signature

Date: / /

or Guardian's name

Guardian's signature

Date: / /

Withdrawal of Consent can be done at any time by writing to Awabakal Ltd.

H: Privacy notice and declaration

1. Privacy Notice

This privacy notice applies to Awabakal Ltd.

Awabakal complies with NSW privacy legislation and its housing confidentiality policy when collecting and managing personal and health information. The information we collect from you or from an authorised third party will be held by the entity that collects it and it will be used to deliver services and to meet our legal responsibilities. Awabakal is also legally authorised to disclose information to outside bodies in certain circumstances.

2. False Statements

Under the Housing Act 2001 a fine of up to \$2,200 and/or three months imprisonment applies for making a false statement or representation. Anyone who wilfully makes any false statements that result in them obtaining accommodation or other financial benefit of any kind may be refused further assistance by housing providers or prosecuted.

Notice: Your personal information and any relevant health information provided on this form will be exchanged between social housing providers (public, community and Aboriginal housing) for the purpose of assessing your continuing eligibility for social housing.

3. Declaration

- I understand the instruction given to me on this application form.
- To the best of my knowledge, the information provided in this application form is correct.
- I understand that there are penalties for giving false and misleading information.
- I understand that this application may be used by all social housing providers (public, community and Aboriginal housing).

Title: Mr Mrs Ms Miss

Last Name:

First and Middle Name(s):

Signature

Date: / /

Witnessed by

Signature

Date: / /

Authority for Centrelink to release customer information to Awabakal Ltd

Centrelink Confirmation eServices

Centrelink Confirmation eServices (CCeS) is an online service that allows us to obtain information directly from Centrelink, to confirm your eligibility for housing services.

CCeS has strict privacy and security standards, and we must have your consent before we can obtain information about you from Centrelink.

You and your household members can provide consent by signing this form and ticking the Income Confirmation and/or Contact and Address Verification check boxes. This form details the types of information we can obtain directly from Centrelink.

Once you have signed this form and given consent to **Income Confirmation**, we can use CCeS to obtain information about your income and assets directly from Centrelink. This means you will not need to tell us about your income or assets (apart from lump sum payments). This will make it easier for you and quicker for us, to assess your eligibility for housing services.

Once you have signed this form and given consent to **Contact and Address Verification**, we can use CCeS to obtain your contact and address details directly from Centrelink. We know that applicants waiting for public housing can often move from one housing situation to another and forget to tell us their new address. If we are unable to contact you about your application, your name may be removed from the public housing waiting list. By providing consent to Contact and Address Verification, we can update your contact details and still contact you about your housing application, even if you forget to tell us that you have changed address.

Consent

I/we authorise Centrelink to provide the Awabakal Ltd. with statements of information to assist in the assessment of one or more of the following:

- entitlement for rental rebate
- ongoing eligibility for public housing
- application for bond assistance
- application for rental housing or early housing.

I/we understand that the information provided by Centrelink to Awabakal Ltd. may contain but is not limited to the following, where applicable:

Income confirmation

- the type, amount and date received, of the benefit/pension/allowance payment made
- the number of dependent children used to assess any family payments
- the percentage of shared care custody
- confirmation of marital/partnered status
- payment deduction details such as Child Support Agency payments, Centrepay and government rent deductions, Centrelink withholdings and Australian Tax Office payments
- income from casual earnings/salary, overseas pensions, payments from other government departments, child maintenance, returns on investments etc.
- irregular payments made by Centrelink e.g. Utility Allowance
- assets, including allocated pensions, shares, managed investments, real estate, motor vehicles, gifted and overseas assets

Contact and address verification

- current address and contact details
- address history (up to 2 years) to support an application for early housing

I/we understand that this authority, once signed, is effective for the period I/we are a client of Awabakal Ltd. I/we understand that this authority, which is ongoing, can be revoked at any time by giving written notice to Awabakal Ltd.

I/we understand that this authority is voluntary and can be withdrawn at any time by giving written notice to the Director or his/her representative.

Application for Housing

Household member 1

Full Name

Date of Birth / /

Address

.....

.....

Centrelink Ref.
No. (CRN)

I agree to Income Confirmation

I agree to Contact & Address Verification

Signature

Date / /

Household member 2

Full Name

Date of Birth / /

Address

.....

.....

Centrelink Ref.
No. (CRN)

I agree to Income Confirmation

I agree to Contact & Address Verification

Signature

Date / /

Household member 3

Full Name

Date of Birth / /

Address

.....

.....

Centrelink Ref.
No. (CRN)

I agree to Income Confirmation

I agree to Contact & Address Verification

Signature

Date / /

Household member 4

Full Name

Date of Birth / /

Address

.....

.....

Centrelink Ref.
No. (CRN)

I agree to Income Confirmation

I agree to Contact & Address Verification

Signature

Date / /

Household member 5

Full Name

Date of Birth / /

Address

.....

.....

Centrelink Ref.
No. (CRN)

I agree to Income Confirmation

I agree to Contact & Address Verification

Signature

Date / /

Household member 6

Full Name

Date of Birth / /

Address

.....

.....

Centrelink Ref.
No. (CRN)

I agree to Income Confirmation

I agree to Contact & Address Verification

Signature

Date / /

Household member 7

Full Name

Date of Birth / /

Address

.....

.....

Centrelink Ref.
No. (CRN)

I agree to Income Confirmation

I agree to Contact & Address Verification

Signature

Date / /

Household member 8

Full Name

Date of Birth / /

Address

.....

.....

Centrelink Ref.
No. (CRN)

I agree to Income Confirmation







I agree to Contact & Address Verification

Signature

Date / /

Checklist – when submitting this application for housing, please supply the following documents for everyone on the application:

OFFICE USE ONLY

- | | |
|--|--|
|  INCOME STATEMENT
Centrelink statement or a 13-week income statement for all household members 17 years of age and older, plus proof of all other income | <input type="checkbox"/> Yes <input type="checkbox"/> No |
|  TWO FORMS OF IDENTIFICATION FOR ALL HOUSEHOLD MEMBERS
Identification must be met or exceed 100 points. Passport, drivers licence, birth certificate, health care card, Medicare card etc | <input type="checkbox"/> Yes <input type="checkbox"/> No |
|  CURRENT BANK BOOK OR CURRENT BANK STATEMENT
Statements must include the last 6 months of transactions and be no more than 4 weeks old for all household members 17 years of age and older | <input type="checkbox"/> Yes <input type="checkbox"/> No |
|  CHILD EXPECTANCY FORM
Or provide a Doctor's certificate noting when the baby is due and sex of child if known | <input type="checkbox"/> Yes <input type="checkbox"/> No |
|  PROOF OF ABORIGINALITY
Aboriginal identity can be confirmed in a number of ways. These include:
1. Provision of Confirmation of Aboriginality (which includes a document that has a Common Seal)
2. Applicant can demonstrate links to, or is recognised by, Aboriginal community
3. Applicant is known to the organisation to be an Aboriginal person | <input type="checkbox"/> Yes <input type="checkbox"/> No |
|  TENANCY HISTORY LEDGER
Tenancy ledger must be for current address of occupancy | <input type="checkbox"/> Yes <input type="checkbox"/> No |

APPLICATION FOR AWABAKAL HOUSING

Receipt – to be completed by Awabakal staff member

This receipt confirms that your application for Housing has been submitted to Awabakal Ltd. If your application is approved, it will be effective from the date of this receipt. Please ensure you retain your receipt as proof that you have submitted your application.

Applicant name: Date: / /

Submitted to: (Name/stamp)