


# Application for Bond Loan and Rental Grant assistance

The Department of Housing and Public Works provides Bond Loans and Rental Grants to people who need to rent a home in the private rental market.

## Bond Loans

Bond Loans assist eligible clients on low incomes who cannot afford to pay the full rental bond to obtain accommodation in the private rental market. The department provides an interest-free loan for the rental bond up to a maximum value of four weeks rent for the accommodation. The Bond Loan must be repaid.

## Rental Grants

Rental Grants help clients who are exiting a hospital or health facility, correctional facility, other approved centre, Child Protection Service, Community Rent Scheme property in Queensland or who are fleeing domestic/family violence, or who are homeless or at risk of homelessness to move into private rental accommodation. A Rental Grant is a once-only grant of two weeks rent – it is not the two weeks in advance that is due to your Agent or Lessor when your tenancy starts.

To be eligible for a Rental Grant, you must be eligible for a Bond Loan **and** also meet one of the Rental Grant eligibility criteria confirming you are in one of the housing circumstances listed above. If your circumstances do not meet any of the above criteria, you will not be eligible for a Rental Grant.

## How to apply for assistance

You can apply in the following ways:

- **Online** via the Department of Housing and Public Works website [www.hpw.qld.gov.au](http://www.hpw.qld.gov.au)
- **Email** or scan the completed application form and supporting evidence to [bondloan@communities.qld.gov.au](mailto:bondloan@communities.qld.gov.au)
- **Fax** the completed application form and supporting evidence to **1300 762 514**
- **Post** this completed application form and supporting evidence to:
 

**Bond Loan Statewide Services Team**  
**Department of Housing and Public Works**  
**PO Box 1120**  
**Bundaberg QLD 4670**
- **In person** at your nearest Housing Service Centre, Queensland Government Agent Program (QGAP) office or courthouse. Bring the completed application and all supporting evidence.

## To complete this application form

- Write in block letters (for example: JOHN SMITH)
- Show your answer with a tick  in the boxes provided
- Attach all supporting documentation, if required
- Provide proof of income for each applicant, for example Centrelink Income Statement or Employers Declaration
- Sign the declaration
- If posting the application form, photocopy required identification – do not send original forms of identification

If you are having difficulties completing this form, please contact your nearest Housing Service Centre – contact phone numbers for each region in Queensland are available in the White Pages or call 13 QGOV.

Fact sheets on Bond Loan and Rental Grants are available from [www.hpw.qld.gov.au](http://www.hpw.qld.gov.au) or your nearest Housing Service Centre.

## Details of the property to be rented

This question can be completed with the assistance of your lessor/agent, owner, service provider, caretaker or property manager.

### A. Property details

Unit/room/site number	<input type="text"/>		
Street number and name	<input type="text"/>		
Suburb/locality	<input type="text"/>		
State	<input type="text" value="Queensland"/>	Postcode	<input type="text"/>

### B. Property type

- House (includes townhouse/semi-detached house)
- Unit/flat
- Moveable dwelling/site (caravan/site/manufactured home)  
A moveable dwelling is a caravan/site or manufactured home. This type of accommodation can be connected to electricity.
- Moveable dwelling/site with electricity supplied and individually metered (caravan/site/manufactured home)
- Boarding house  
A boarding house is accommodation which may include other services such as power and gas as part of the rent cost.
- Aged rental accommodation  
Aged rental accommodation is accommodation specifically targeted at older persons and may include other services as part of the rent cost.
- Supported accommodation  
Supported accommodation provides both accommodation and support to persons with a disability.

Number of bedrooms in the property

### C. Lease details

Lease start date	<input type="text"/>	Length of lease	<input type="text"/>
	DD/MM/YYYY		Month/s (e.g. 6 months)
Weekly rent	<input type="text" value="\$"/>		
Total rental bond	<input type="text" value="\$"/>	The total rental bond is usually four times the weekly rent. Ask the lessor or agent of the property if you are unsure.	
Are you making a cash contribution towards the rental bond?	<input type="checkbox"/> Yes	<input type="checkbox"/> No	
Total cash contribution	<input type="text" value="\$"/>		

### D. 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 General Tenancy Agreement.

Name of lessor or lessor's agent	<input type="text"/>	Agent Code	<input type="text"/>
Phone number	<input type="text"/>	Facsimile number	<input type="text"/>
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"/>

## 2

### Your household

**A. What type of assistance do you want to apply for? Please tick  applicable boxes**

- Bond Loan                                       Rental Grant                                       Bond Loan and Rental Grant

**B. How many tenant/s will be listed on the General Tenancy Agreement? (e.g. living in the property)**

Tenants

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

**Residents:** Any adults not listed on the General Tenancy Agreement as legal tenants or dependents of a tenant must not be counted as a tenant.

**C. How many dependents of the tenant/s will live in the property?**

Dependent/s of tenant/s

**Dependents of tenants:** 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.

**D. What will the household structure be?**

- Single with no dependents                       Single with dependents  
 Couple with no dependents                       Couple with dependents  
 Other

## 3

### Rental Grant assistance

If you are applying for a Rental Grant, please complete this section. **If not, please continue to the next question.**

Rental Grants help clients who are exiting from:

- hospitals or health facilities
- correctional facilities or other approved centres
- child protection services
- Community Rent Scheme properties in Queensland.

Rental Grants can also be used to help clients who are fleeing domestic/family violence or clients who are homeless or at risk of homelessness. To be eligible for a Rental Grant you must be eligible for a Bond Loan and **also meet one of the Rental Grant eligibility criteria** to confirm you are in one of these circumstances.

If your circumstances do not meet any of the above criteria, you will not be eligible for a Rental Grant.

**Please select the option that describes your current circumstances:**

- You stayed in an approved centre (e.g. emergency housing or a women's shelter) for a minimum of 28 days. You must apply within three months of leaving that centre.
- You have served a minimum of 28 days in a correctional facility. You must apply within three months of leaving that facility.
- You were resident of a hospital or other health facility, including a mental health facility, for a minimum of 28 days. You must apply within three months of leaving that facility.
- You are exiting a child protection service and moving to private rental accommodation. You must apply within three months of leaving the child protection service.
- You are moving from a Community Rent Scheme property in Queensland and into private rental accommodation. You must apply within 14 days of moving from the Community Rent Scheme property.
- You are currently subjected to or are at risk of domestic or family violence.
- You are homeless or at risk of becoming homeless.
- None of the above.



**Please attach evidence to support your eligibility for a Rental Grant**

## Your details – Tenant 1

Title

First name

Middle name

Surname

Date of Birth  /  /   Male  Female

Centrelink's Customer Reference Number (CRN) or  
Department of Veteran Affairs (DVA) Reference Number

Phone numbers  
(provide at least one)

Home  Work  Mobile

Email address

Your current residential address  
(where you live now)

Unit/street number and name

Suburb/locality

State/Territory  Postcode

Postal address  as above

Unit/street number and name

Suburb/locality

State/Territory  Postcode

Are you employed by the Queensland Government Department of Housing and Public Works?  Yes  No

**We are committed to improving housing outcomes for Indigenous people. The following information is collected for reporting and planning purposes and/or to determine your eligibility for housing assistance.**

Please tick  which of the following apply

- Aboriginal origin
- Torres Strait Islander origin
- Australian South Sea Islander origin
- Another cultural or linguistic background
- None of the above

## Alternative contact details

Enter the details of two people who we can contact if we have difficulty contacting you.

### Alternative contact 1

Full name	<input type="text"/>	<input type="text"/>	<input type="text"/>
	First name	Middle name	Surname
Relationship	<input type="text"/>	<input type="text"/>	<input type="text"/>
	Example: mother, father, sibling, friend, support worker		
Phone numbers (provide at least one)	<input type="text"/>	<input type="text"/>	<input type="text"/>
	Home	Work	Mobile

### Alternative contact 2

Full name	<input type="text"/>	<input type="text"/>	<input type="text"/>
	First name	Middle name	Surname
Relationship	<input type="text"/>	<input type="text"/>	<input type="text"/>
	Example: mother, father, sibling, friend, support worker		
Phone numbers (provide at least one)	<input type="text"/>	<input type="text"/>	<input type="text"/>
	Home	Work	Mobile

## Your eligibility

What is your weekly income?  \$

What is your income type (e.g. wages, pension, allowance, family payments)

How much cash and savings do you have?  \$

 Please attach evidence of your income to this application

With your consent, the Department of Housing and Public Works can obtain your income and asset details electronically from Centrelink. To consent to this service, please complete the Income Confirmation Service Consent Form at the end of this application form. One consent form is needed per applicant. If you need additional consent forms, please visit the Department of Housing and Public Works website [www.hpw.qld.gov.au](http://www.hpw.qld.gov.au) or contact your nearest Housing Service Centre. If you require any further information about the Income Confirmation Service, please contact your nearest Housing Service Centre or visit the Department of Housing and Public Works website [www.hpw.qld.gov.au](http://www.hpw.qld.gov.au)

What is your residency status in Australia? Please tick  the option that applies for each person's residency status

You must provide evidence of your residency status

 Birth Certificate /from an Australian State or Territory or Australian Passport or Australian Citizenship certificate or documents from Department of Immigration and Citizenship (DIAC) verifying your citizenship status (e.g. letter detailing residency or visa status or Certificate of Resident Status or Certificate of Identity) or permanent residency stamp in applicant's Passport, etc.

- |   |   |
|---|---|
| <input type="checkbox"/> Australian citizen               | <input type="checkbox"/> Have a Bridging Visa and have applied for a permanent protection visa  |
| <input type="checkbox"/> Permanent resident               | <input type="checkbox"/> Have applied for permanent residency   |
| <input type="checkbox"/> Have a Permanent Protection visa | <input type="checkbox"/> Have a Temporary Protection Visa   |
| <input type="checkbox"/> Have a Resolution of Status visa | <input type="checkbox"/> Have been granted an unrestricted right to live and work in Australia through an agreement between Australia and another country |
|   | <input type="checkbox"/> Not a permanent resident   |

Do you own or part own property? Please tick  all options that apply

Residential (including a house, flat, unit, townhouse or manufactured home)  Yes  No

Caravan, mobile home, live aboard boat, donga or manufactured home connected to normal household utilities  Yes  No

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## Your details – Tenant 2

Title

First name

Middle name

Surname

Date of Birth  /  /   Male  Female

Centrelink's Customer Reference Number (CRN) or  
Department of Veteran Affairs (DVA) Reference Number

Phone numbers     
(provide at least one) Home Work Mobile

Email address

Your current residential address (where you live now)

Unit/street number and name

Suburb/locality

State/Territory Postcode

Postal address  as above

Unit/street number and name

Suburb/locality

State/Territory Postcode

Are you employed by the Queensland Government Department of Housing and Public Works?  Yes  No

**We are committed to improving housing outcomes for Indigenous people. The following information is collected for reporting and planning purposes and/or to determine your eligibility for housing assistance.**

Please tick  which of the following apply

- Aboriginal origin
- Torres Strait Islander origin
- Australian South Sea Islander origin
- Another cultural or linguistic background
- None of the above

## Alternative contact details

Enter the details of two people who we can contact if we have difficulty contacting you.

### Alternative contact 1

Full name	<input type="text"/>	<input type="text"/>	<input type="text"/>
	First name	Middle name	Surname
Relationship	<input type="text"/>	<input type="text"/>	<input type="text"/>
	Example: mother, father, sibling, friend, support worker		
Phone numbers (provide at least one)	<input type="text"/>	<input type="text"/>	<input type="text"/>
	Home	Work	Mobile

### Alternative contact 2

Full name	<input type="text"/>	<input type="text"/>	<input type="text"/>
	First name	Middle name	Surname
Relationship	<input type="text"/>	<input type="text"/>	<input type="text"/>
	Example: mother, father, sibling, friend, support worker		
Phone numbers (provide at least one)	<input type="text"/>	<input type="text"/>	<input type="text"/>
	Home	Work	Mobile

## Your eligibility

What is your weekly income?  \$

What is your income type (e.g. wages, pension, allowance, family payments)

How much cash and savings do you have?  \$

 Please attach evidence of your income to this application

With your consent, the Department of Housing and Public Works can obtain your income and asset details electronically from Centrelink. To consent to this service, please complete the Income Confirmation Service Consent Form at the end of this application form. One consent form is needed per applicant. If you need additional consent forms, please visit the Department of Housing and Public Works website [www.hpw.qld.gov.au](http://www.hpw.qld.gov.au) or contact your nearest Housing Service Centre. If you require any further information about the Income Confirmation Service, please contact your nearest Housing Service Centre or visit the Department of Housing and Public Works website [www.hpw.qld.gov.au](http://www.hpw.qld.gov.au)

What is your residency status in Australia? Please tick  the option that applies for each person's residency status

You must provide evidence of your residency status

 Birth Certificate /from an Australian State or Territory or Australian Passport or Australian Citizenship certificate or documents from Department of Immigration and Citizenship (DIAC) verifying your citizenship status (e.g. letter detailing residency or visa status or Certificate of Resident Status or Certificate of Identity) or permanent residency stamp in applicant's Passport, etc.

- |   |   |
|---|---|
| <input type="checkbox"/> Australian citizen               | <input type="checkbox"/> Have a Bridging Visa and have applied for a permanent protection visa  |
| <input type="checkbox"/> Permanent resident               | <input type="checkbox"/> Have applied for permanent residency   |
| <input type="checkbox"/> Have a Permanent Protection visa | <input type="checkbox"/> Have a Temporary Protection Visa   |
| <input type="checkbox"/> Have a Resolution of Status visa | <input type="checkbox"/> Have been granted an unrestricted right to live and work in Australia through an agreement between Australia and another country |
|   | <input type="checkbox"/> Not a permanent resident   |

Do you own or part own property? Please tick  all options that apply

Residential (including a house, flat, unit, townhouse or manufactured home)  Yes  No

Caravan, mobile home, live aboard boat, donga or manufactured home connected to normal household utilities  Yes  No

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### Your details – Tenant 3

Title

First name

Middle name

Surname

Date of Birth  /  /   Male  Female

Centrelink's Customer Reference Number (CRN) or  
Department of Veteran Affairs (DVA) Reference Number

Phone numbers     
(provide at least one) Home Work Mobile

Email address

Your current residential address (where you live now)

Unit/street number and name

Suburb/locality

State/Territory Postcode

Postal address  as above

Unit/street number and name

Suburb/locality

State/Territory Postcode

Are you employed by the Queensland Government Department of Housing and Public Works?  Yes  No

**We are committed to improving housing outcomes for Indigenous people. The following information is collected for reporting and planning purposes and/or to determine your eligibility for housing assistance.**

Please tick  which of the following apply

- Aboriginal origin
- Torres Strait Islander origin
- Australian South Sea Islander origin
- Another cultural or linguistic background
- None of the above

## Alternative contact details

Enter the details of two people who we can contact if we have difficulty contacting you.

### Alternative contact 1

Full name	<input type="text"/>	<input type="text"/>	<input type="text"/>
	First name	Middle name	Surname
Relationship	<input type="text"/>	<input type="text"/>	<input type="text"/>
	Example: mother, father, sibling, friend, support worker		
Phone numbers (provide at least one)	<input type="text"/>	<input type="text"/>	<input type="text"/>
	Home	Work	Mobile

### Alternative contact 2

Full name	<input type="text"/>	<input type="text"/>	<input type="text"/>
	First name	Middle name	Surname
Relationship	<input type="text"/>	<input type="text"/>	<input type="text"/>
	Example: mother, father, sibling, friend, support worker		
Phone numbers (provide at least one)	<input type="text"/>	<input type="text"/>	<input type="text"/>
	Home	Work	Mobile

## Your eligibility

What is your weekly income?  \$

What is your income type (e.g. wages, pension, allowance, family payments)

How much cash and savings do you have?  \$

 Please attach evidence of your income to this application

With your consent, the Department of Housing and Public Works can obtain your income and asset details electronically from Centrelink. To consent to this service, please complete the Income Confirmation Service Consent Form at the end of this application form. One consent form is needed per applicant. If you need additional consent forms, please visit the Department of Housing and Public Works website [www.hpw.qld.gov.au](http://www.hpw.qld.gov.au) or contact your nearest Housing Service Centre. If you require any further information about the Income Confirmation Service, please contact your nearest Housing Service Centre or visit the Department of Housing and Public Works website [www.hpw.qld.gov.au](http://www.hpw.qld.gov.au)

What is your residency status in Australia? Please tick  the option that applies for each person's residency status

You must provide evidence of your residency status

 Birth Certificate /from an Australian State or Territory or Australian Passport or Australian Citizenship certificate or documents from Department of Immigration and Citizenship (DIAC) verifying your citizenship status (e.g. letter detailing residency or visa status or Certificate of Resident Status or Certificate of Identity) or permanent residency stamp in applicant's Passport, etc.

- |   |   |
|---|---|
| <input type="checkbox"/> Australian citizen               | <input type="checkbox"/> Have a Bridging Visa and have applied for a permanent protection visa  |
| <input type="checkbox"/> Permanent resident               | <input type="checkbox"/> Have applied for permanent residency   |
| <input type="checkbox"/> Have a Permanent Protection visa | <input type="checkbox"/> Have a Temporary Protection Visa   |
| <input type="checkbox"/> Have a Resolution of Status visa | <input type="checkbox"/> Have been granted an unrestricted right to live and work in Australia through an agreement between Australia and another country |
|   | <input type="checkbox"/> Not a permanent resident   |

Do you own or part own property? Please tick  all options that apply

Residential (including a house, flat, unit, townhouse or manufactured home)  Yes  No

Caravan, mobile home, live aboard boat, donga or manufactured home connected to normal household utilities  Yes  No

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## Your details – Tenant 4

Title

First name

Middle name

Surname

Date of Birth  /  /   Male  Female

Centrelink's Customer Reference Number (CRN) or  
Department of Veteran Affairs (DVA) Reference Number

Phone numbers  
(provide at least one)

Home  Work  Mobile

Email address

Your current residential address  
(where you live now)

Unit/street number and name

Suburb/locality

State/Territory  Postcode

Postal address  as above

Unit/street number and name

Suburb/locality

State/Territory  Postcode

Are you employed by the Queensland Government Department of Housing and Public Works?  Yes  No

**We are committed to improving housing outcomes for Indigenous people. The following information is collected for reporting and planning purposes and/or to determine your eligibility for housing assistance.**

Please tick  which of the following apply

- Aboriginal origin
- Torres Strait Islander origin
- Australian South Sea Islander origin
- Another cultural or linguistic background
- None of the above

## Alternative contact details

Enter the details of two people who we can contact if we have difficulty contacting you.

### Alternative contact 1

Full name	<input type="text"/>	<input type="text"/>	<input type="text"/>
	First name	Middle name	Surname
Relationship	<input type="text"/>	<input type="text"/>	<input type="text"/>
	Example: mother, father, sibling, friend, support worker		
Phone numbers (provide at least one)	<input type="text"/>	<input type="text"/>	<input type="text"/>
	Home	Work	Mobile

### Alternative contact 2

Full name	<input type="text"/>	<input type="text"/>	<input type="text"/>
	First name	Middle name	Surname
Relationship	<input type="text"/>	<input type="text"/>	<input type="text"/>
	Example: mother, father, sibling, friend, support worker		
Phone numbers (provide at least one)	<input type="text"/>	<input type="text"/>	<input type="text"/>
	Home	Work	Mobile

## Your eligibility

What is your weekly income?  \$

What is your income type (e.g. wages, pension, allowance, family payments)

How much cash and savings do you have?  \$

 Please attach evidence of your income to this application

With your consent, the Department of Housing and Public Works can obtain your income and asset details electronically from Centrelink. To consent to this service, please complete the Income Confirmation Service Consent Form at the end of this application form. One consent form is needed per applicant. If you need additional consent forms, please visit the Department of Housing and Public Works website [www.hpw.qld.gov.au](http://www.hpw.qld.gov.au) or contact your nearest Housing Service Centre. If you require any further information about the Income Confirmation Service, please contact your nearest Housing Service Centre or visit the Department of Housing and Public Works website [www.hpw.qld.gov.au](http://www.hpw.qld.gov.au)

What is your residency status in Australia? Please tick  the option that applies for each person's residency status

You must provide evidence of your residency status

 Birth Certificate /from an Australian State or Territory or Australian Passport or Australian Citizenship certificate or documents from Department of Immigration and Citizenship (DIAC) verifying your citizenship status (e.g. letter detailing residency or visa status or Certificate of Resident Status or Certificate of Identity) or permanent residency stamp in applicant's Passport, etc.

- |   |   |
|---|---|
| <input type="checkbox"/> Australian citizen               | <input type="checkbox"/> Have a Bridging Visa and have applied for a permanent protection visa  |
| <input type="checkbox"/> Permanent resident               | <input type="checkbox"/> Have applied for permanent residency   |
| <input type="checkbox"/> Have a Permanent Protection visa | <input type="checkbox"/> Have a Temporary Protection Visa   |
| <input type="checkbox"/> Have a Resolution of Status visa | <input type="checkbox"/> Have been granted an unrestricted right to live and work in Australia through an agreement between Australia and another country |
|   | <input type="checkbox"/> Not a permanent resident   |

Do you own or part own property? Please tick  all options that apply

Residential (including a house, flat, unit, townhouse or manufactured home)  Yes  No

Caravan, mobile home, live aboard boat, donga or manufactured home connected to normal household utilities  Yes  No

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## Supporting information checklist

Each applicant must provide supporting evidence with the application. The list below advises the type of evidence you will need to attach to your application.

### Proof of identity

Provide **one item** each from **both** the primary and secondary list to prove your identity

#### Primary

- Birth Certificate
- Passport
- Driver's Licence with photograph
- 18 Plus Card with photograph
- Queensland Weapons Licence with photograph
- Immigration papers or other documents issued by the Australian Government Department of Immigration and Citizenship (DIAC);
- Naturalisation or Citizenship Certificate
- Centrelink Income Statement confirming the applicant is receiving one of the following payments – Disability Support Pension, Newstart, Age Pension, Parenting Payment, Youth Allowance, Abstudy, Austudy, Carer Payment or Sickness Benefit.

#### Secondary

- Recent bank statements, bank book, Credit Union or Building Society statement showing recent transactions;
- Apprenticeship indenture papers
- Student Card with photograph
- Other recognised photographic I.D. (e.g. security identification);
- Original Australian Marriage Certificate or Divorce papers
- Life Insurance policies
- Occupational registration documents
- Australian Taxation Assessment Notice
- Pensioner Health Benefit Card or Pension Card
- Medicare card
- Referrals or reports from incorporated organisations, such as social welfare bodies, trade unions, employers and schools;
- Bank or ATM card containing the applicant's signature

#### Australian Residency Verification documents

- Australian Birth Certificate
- Australian Citizenship Certificate
- Australian Passport
- Medicare Card (green card only)
- Centrelink Income Statement confirming the applicant is receiving one of the following payments – Disability Support Pension, Newstart, Age Pension, Parenting Payment, Youth Allowance, Abstudy, Austudy, Carer Payment or Sickness Benefit.
- Permanent Residency Visa Stamp in applicant's Passport
- Immigration papers or other documents issued by the Australian Government Department of Immigration and Citizenship (DIAC);
- Temporary Protection Visa
- Permanent Protection Visa (Class XA)
- Bridging Visa showing have applied for Permanent Protection Visa or Resolution of Status Visa (subclass 851)
- Resolution of Status Visa (subclass 851)

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### Income

- Centrelink Income and Asset Statement
- Employers Declaration Form from the department - PH016
- Copies of payslips for the last four weeks (e.g. 4 payslips for applicants who are paid weekly or 2 payslips for applicants who are paid fortnightly)
- A written declaration/statement from your employer of the last four 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 Department of Human Services (Child Support) outlining child support payments
- A letter from an Accountant stating the self employed applicant/s income details
- Last year's Tax Assessment Notice from the Australian Taxation Office for self-employed applicants

Applicants who are **also applying for a Rental Grant** will need to provide evidence with their application:

- Supporting documentation from the approved Centre who provide short term housing e.g. emergency housing or women's shelter confirming applicant was a resident for at least 28 days
- Supporting documentation that proves you were a resident of a hospital or other health facility (including a mental health facility) for at least 28 days
- An Order for Discharge of Prisoner
- A Parole Order
- Other documentation from the correctional centre, which clearly states the required information
- Documentation from Child Safety Services confirming the applicant has exited a child protection service and is moving into private rental accommodation
- Documentation from Child Safety Services confirming a transitional plan is proceeding for the applicant to establish independent living and is moving into private rental accommodation
- Documentation from the Community Rent Scheme provider that shows the date of exit from the Community Rent Scheme.
- Current Protection Order or Interim Protection Order from the Magistrates Court
- Current Domestic Violence Order
- Current Family Court injunction relating to personal protection of the applicant or household member
- Supporting evidence from police or other agencies showing the applicant or household member is currently at risk of violence
- Supporting evidence from a community support agency, crisis accommodation or emergency care agency

**Important – applications cannot be processed until the required supporting evidence has been provided.**

**Personal Information Privacy Notice**

The Department of Housing and Public Works 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.hpw.qld.gov.au/aboutus](http://www.hpw.qld.gov.au/aboutus)

**Declaration**

By entering my name below, 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 Housing and Public Works 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 at the top of this page.

Name of applicant 1	<input type="text"/>	Date	<input type="text" value="/"/>	<input type="text" value="/"/>	<input type="text" value="/"/>
Signed by the applicant/s	<input type="text"/>	Date	<input type="text" value="/"/>	<input type="text" value="/"/>	<input type="text" value="/"/>
Name of applicant 2	<input type="text"/>	Date	<input type="text" value="/"/>	<input type="text" value="/"/>	<input type="text" value="/"/>
Signed by the applicant/s	<input type="text"/>	Date	<input type="text" value="/"/>	<input type="text" value="/"/>	<input type="text" value="/"/>
Name of applicant 3	<input type="text"/>	Date	<input type="text" value="/"/>	<input type="text" value="/"/>	<input type="text" value="/"/>
Signed by the applicant/s	<input type="text"/>	Date	<input type="text" value="/"/>	<input type="text" value="/"/>	<input type="text" value="/"/>
Name of applicant 4	<input type="text"/>	Date	<input type="text" value="/"/>	<input type="text" value="/"/>	<input type="text" value="/"/>
Signed by the applicant/s	<input type="text"/>	Date	<input type="text" value="/"/>	<input type="text" value="/"/>	<input type="text" value="/"/>

**After submitting your application**

A Housing Service Centre officer will contact you to discuss your application. If you choose to send copies of your evidence documents separately, these documents must be sent to the department within **28 days** of receiving your application or your application will be **cancelled**.

# INCOME CONFIRMATION SERVICE CONSENT AUTHORITY

**One consent form is required per applicant.** If you need additional copies please visit the department's website at [www.hpw.qld.gov.au](http://www.hpw.qld.gov.au) or contact your nearest Housing Service Centre.

**APPLICATION OR RENTAL AGREEMENT NUMBER:**

The Department of Housing and Public Works determines eligibility for its services using a number of factors including the amount of your household income and assets. Household income is also assessed to calculate the amount of rent the department will charge its tenants.

The Income Confirmation Service allows the department to obtain income and asset details for housing assistance applicants and occupants directly from Centrelink. If you are in receipt of a Centrelink income, your consent on this form will allow the Housing Services to obtain your income and assets details directly from Centrelink and use these to assess your eligibility for housing assistance or to calculate your rent payable.

## Income Confirmation Service Consent

**I/we the undersigned** authorise Centrelink to electronically provide a statement of information to the Department of Housing and Public Works to assist in the assessment of my entitlement to services from Housing Services. I understand that the information provided by Centrelink may include, where relevant, current or historical details of payments received, dependants, Centrelink deductions, income, assets and confirmation of my current address.

I understand that this authority, once signed, is effective only for the period I am a customer of Housing Services. I understand that this authority, which is ongoing, can be revoked at any time by giving notice to Housing Services.

I understand that I will be able to obtain a written copy of the Statements at any time from either Housing Services or Centrelink.

### Personal Information Privacy Notice

The Department of Housing and Public Works is collecting personal information on this form to provide clients with housing assistance or assess grant funding applications. This is authorised by the *Housing Act 2003*. In order to assist clients with their 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, this 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.hpw.qld.gov.au/aboutus](http://www.hpw.qld.gov.au/aboutus)

Surname or family name

First name or given name

Date of Birth

Centrelink Customer Reference Number (CRN)

Signature

Date

A fact sheet on private housing assistance is available online at [www.hpw.qld.gov.au](http://www.hpw.qld.gov.au) or from your nearest Housing Service Centre. A brochure is also available from Centrelink that provides more details about the Centrelink Confirmation eServices or on Centrelink's website at [www.humanservices.gov.au](http://www.humanservices.gov.au)