



# Application for Rental Housing

Please read the **Applying for Rental Accommodation brochure** for help with answering questions.

## Applicant Details

SURNAME	FIRST NAME	SECOND NAME
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Please tick boxes

TITLE Mr  Mrs  Miss  Ms  Male  Female  \*Intersex  D.O.B ..... / ..... / .....

CONTACT ADDRESS .....  
..... POSTCODE.....

TELEPHONE ..... MOBILE .....

CENTRELINK REF ..... EMAIL .....

### CONTACTS

NEXT OF KIN NAME ..... TELEPHONE.....

ADDRESS ..... POSTCODE.....

FAMILY/FRIEND NAME ..... TELEPHONE.....

ADDRESS ..... POSTCODE.....

ADVOCATE/SUPPORT AGENCY ..... TELEPHONE.....

ADDRESS ..... POSTCODE.....

Do you, your partner and/or co-applicant/s own or are you in the process of buying residential land or property? YES  NO

ADDRESS ..... POSTCODE.....

Please provide a copy of relevant documents.

Have you, your partner and/or co-applicant/s had previous housing assistance under another name? YES  NO

If YES please give previous name/s .....

Do you also wish to be considered for a Community Housing property? YES  NO

IF YES you will widen your housing choices.

IF YES you are giving consent for relevant personal details to be given to a Community Housing Organisation.

If a Housing Authority officer wishes to speak with you, will you need an interpreter? YES  NO

<p><b>OFFICE USE ONLY</b></p> <p>Person Ref: .....</p> <p>Application Ref: .....</p> <p>File Number: .....</p> <p>Admin Unit: .....</p> <p>HPRM Number: .....</p>	<p><b>Documents included</b></p> <p>Proof of income <input type="checkbox"/></p> <p>Proof of identity <input type="checkbox"/></p> <p>Other (specify) .....</p> <p><b>Received and checked by:</b></p> <p>.....</p>	<p><b>DATE RECEIVED STAMP</b></p>
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\* Intersex - for those applicants who do not identify themselves as male or female.

## Household Details

Complete the following details for each person who will live in the rental accommodation.

 Please attach proof of identity documents for each person.

 Please attach proof of income documents for the applicant, partner and co-applicant/s.

Title Mr Mrs Miss Ms	Surname	First Name	Second Name	Date of Birth	Gender M/F/I*
<b>APPLICANT</b>					
<b>PARTNER</b>					
<b>CO-APPLICANTS</b> (Co-Applicants are those people other than your partner who wish to share the housing)					
<b>OTHER HOUSEHOLD MEMBERS</b> (Other Household Members include dependents, non-dependents and carers)					

## ACCESS TO CHILDREN

Where applicants have access arrangements for children equalling approximately 50% of the time or more, those children should be recorded under Other Household Members.

 Please provide supporting documentation.

## DISABILITY/MEDICAL INFORMATION

It is in your best interest to advise the Housing Authority if anyone in your household has a disability or medical condition so that the most suitable allocation of housing can be made.

Does any member of your household have a disability which impacts on their housing needs?  
If YES, please complete the Disability Information Form on pages 5 and 6.

YES  NO

Does any member of your household have a medical condition that you wish to be considered as part of your application?

YES  NO

If YES, please complete the Medical Information Form on pages 7 and 8.

Gross Weekly Income			Bank Savings	Other Income <sup>^</sup>	Do you have a Disability? Y/N	Indigenous Status Insert the relevant number - see selections below	Residency Status Insert the relevant number - see selections below
Pension Type	Pension Amount	Wages or Salary (including regular overtime)					

and who intend to sign the Tenancy Agreement)


ers)								Relationship to Applicant

### ABORIGINAL AND TORRES STRAIT ISLANDER HOUSING

If you wish to be included for designated Aboriginal housing accommodation in a remote or town based community please complete a separate application form available from the Housing Authority (Application for Housing – Town Based/Remote Aboriginal Communities) or contact the Housing Authority on 1800 621 826.

Please note: applicants residing in other government funded accommodation (e.g. Aboriginal Corporation and Community Housing, excluding lodging houses) are not eligible for the Housing Authority accommodation, however, where circumstances warrant, discretion may apply for the applicant to be placed on the waiting list.

### INDIGENOUS STATUS

- 1 Both Aboriginal and TSI
- 2 Aboriginal
- 3 Not Provided
- 4 Torres Strait Islander
- 5 No

### RESIDENCY STATUS

- 1 Australian Born/Citizen
- 2 Permanent Resident
- 3 Sponsored Migrant
- 4 Refugee
- 5 Asylum Seeker
- 6 Temporary Visa
- 7 New Zealand Citizen
- 8 Not Provided

\*Intersex - for those applicants who do not identify themselves as male or female.

<sup>^</sup> Other Income includes income and assets such as child maintenance, superannuation and investments.

Have you or any other person listed in this application received previous Housing Authority assistance? YES  NO

If YES, list who and the type of assistance e.g. public housing, bond assistance loan?

.....  
.....

Do you have a private lease at your current address? YES  NO

If YES when does it end? ...../...../.....

 **Please provide a copy of the Tenancy Agreement.**

Do you wish to apply for priority housing? YES  NO

If YES please speak with a Customer Service Officer.

## ACCOMMODATION CHOICES

In which zone or country town do you wish to be housed? .....

**Please note: you cannot choose the suburb you wish to live in, however, if there is a need to be close to a particular suburb, please state why. If necessary, attach supporting documentation.**

.....  
.....

Do you have a pet/s? YES  NO  If YES what type?.....How many? .....

Having a pet may increase your waiting time.

## HOUSING TYPES - FOR INFORMATION PURPOSES ONLY

The Housing Authority will allocate accommodation to meet your needs.

**FAMILY:** Parent/s and children or sharing adults – you may be allocated a house, townhouse or duplex.

**SINGLE:** Person or couple under 55 years with no children living with you – you may be allocated an apartment or townhouse.

**SENIORS:** Single person or couple 55 years or age or older with no children living with you – you may be allocated an apartment, townhouse or duplex.

If for medical reasons you are unable to access a property with stairs or steps then please arrange for your doctor to complete the attached Medical Information Form.

## DECLARATION

**I/We declare the information in this application is correct.**

SIGNED (APPLICANT) .....DATE ...../...../.....

SIGNED (PARTNER) .....DATE ...../...../.....

SIGNED (CO-APPLICANT) .....DATE ...../...../.....

SIGNED (CO-APPLICANT) .....DATE ...../...../.....

**Warning:** It is important the details of your application are true and accurate. A false declaration will result in the withdrawal of your application and the loss of your place on the waiting list. You may also be liable to prosecution. Any information provided will only be released in accordance with the Housing Authority's Privacy, Confidentiality and Duty of Care Policy.



# Disability Information Form

## Applicant Details

This form is for applicants who wish to have their disability considered as part of their application for housing. Please provide supporting documentation as evidence that the disability impacts your housing needs.

SURNAME

FIRST NAME

SECOND NAME

NAME OF PERSON WITH DISABILITY : .....  
(if different from above)

DATE OF BIRTH ...../...../.....

RELATIONSHIP TO APPLICANT (e.g. son, daughter, partner, self): .....

Do you require assistance with verbal communication or an interpreter?

YES  NO

Do you require an advocate? If YES, provide details below.

YES  NO

### ADVOCATE DETAILS

TITLE ..... FIRST NAME ..... SURNAME .....

ADDRESS .....

..... POSTCODE .....

TELEPHONE ..... MOBILE .....

### DETAILS OF DISABILITY

**Physical** (e.g. paraplegia, stroke, cerebral palsy, arthritis)

Give details below:

.....  
.....

**Sensory** (e.g. blind, deaf)

Give details below:

.....  
.....

**Intellectual**

Give details below:

.....  
.....

**Psychiatric**

Give details below:

.....  
.....

**Other**

Give details below:

.....  
.....

## SUPPORT NEEDS

Do you require support to assist you to live independently?

YES

NO

What level of support do you need to live independently? (e.g. 24 hour support, 2-3 hours per day)

.....

If yes, who will provide this support?

(e.g. family, Disability Services Commission, HACC, ACTIV, Silverchain etc)

.....

What date was support applied for?..... / ..... / .....

Estimated date when support will be available: ...../...../.....

Has this support been approved? YES

NO

If yes, please supply a copy of the support letter.

## HOUSING NEEDS

Are modifications required to:

Bathroom? YES  NO

Kitchen? YES  NO

Toilet? YES

NO

Is the person with the disability a permanent wheelchair user?

YES

NO

If yes, what type of wheelchair?

ELECTRICAL

MANUAL

Is accommodation without steps required?

YES

NO

Is it essential that accommodation is sited on a level block?

YES

NO

OTHER REQUIREMENTS – please tick services or facilities that you need to be near.

Public transport

Shops

Medical facilities

Other

If you have ticked any of the above, please state why:

.....

.....

.....

.....

.....

NAME .....

SIGNATURE .....

ADDRESS.....

.....

TELEPHONE..... DATE.....

### OFFICE USE ONLY

Has the applicant demonstrated the disability impacts on their housing needs?

YES

NO

If NO, do not update corresponding Habitat Application Questions.



# Medical Information Form

## Applicant Details

This form is for applicants who wish to have their medical condition considered as part of an application for appropriate housing.

To authorise your Doctor to supply information, please complete Section 1. Then give this form to your Doctor to complete Section 2.

### OFFICE USE ONLY

Application Reference.....

Person Reference.....

File Number.....

### SECTION 1 (to be completed by the Applicant)

I give permission for my Doctor to disclose medical details to the Housing Authority

SURNAME..... FIRST NAME.....

BLOCK LETTERS

ADDRESS ..... POSTCODE.....

SIGNATURE ..... DATE OF BIRTH...../...../.....

WITNESSED BY .....

DATE ...../...../.....

### SECTION 2 (to be completed by the Applicant's Doctor)

1. Describe the nature of the medical condition .....

2. How serious is this conditions? .....

3. Is the patient's condition likely to change in the future? If so, what changes could be expected? .....

4. Does the patient receive regular treatment, therapy or support due to their medical condition? How often is this service provided? .....

5. From a medical and safety perspective, can the patient live alone or do they need a live in carer? (current and future)

.....  
.....  
.....

6. Is the patient's medical condition directly affected by their current accommodation? If so, how?

.....  
.....  
.....

If it is a physical disability complete the Disability Information Form (pages 5 & 6 of the Application for Rental Housing form) to provide specific requirements.

7. In what ways does the patient's medical condition affect the location, type or design of accommodation required?

.....  
.....  
.....

8. Medically, does the patient have any other specific accommodation requirements or is there any other information that you feel is relevant to the patient's request for accommodation?

.....  
.....  
.....

9. Does the patient, in your opinion, have the legal capacity to sign relevant legal documentation?

.....  
.....  
.....

SIGNATURE OF DOCTOR ..... DATE..... / ..... / .....

NAME OF DOCTOR .....

BLOCK LETTERS

PRACTICE ADDRESS .....

..... POST CODE .....

TELEPHONE ..... (for clarification of information)