

# HOUSING APPLICATION FORM

Please understand that the information you provide on this form will help the Trangie Local Aboriginal Land Council make decisions relating to your application.

The information will be used to make the following;

- Your eligibility for housing
- The type of housing best suited to you
- The size of the property needed
- The location needed

## PERMISSION STATEMENT FOR TRANGIE LOCAL ABORIGINAL LAND COUNCIL TO COLLECT AND EXCHANGE INFORMATION WITH OTHER ORGANISATIONS RELEVANT TO YOU HOUSING APPLICATION

- When assessing your application or during any tenancy, we may need to exchange information relevant to your housing with FACS Housing Services or other organisations.
- Without this permission your application cannot be processed.
- You have the right to look at your personal information and to make a correction, in accordance with the *NSW Privacy and Personal Information Protection Act 1998*.
- When signing this application you are confirming that you understand these statements and give permission to complete these actions.

### **DECLARATION**

1. I understand the instructions given on this application form.
2. I agree that the information provided is correct to the best of my knowledge
3. I understand the above permission statement and declaration.

**NOTE: For your application to be processed, you MUST answer all the questions and SIGN the declaration**

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**Applicants Name (please print)**

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**Joint Applicant (please print)**

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**Applicants Signature**

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**Joint Applicant Signature**

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**Date**

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**Date**

***THIS FORM IS CONFIDENTIAL. THE INFORMATION YOU SUPPLY WILL ONLY BE USED FOR THE PURPOSE OF BEING HOUSED WITH TRANGIE LOCAL ABORIGINAL LAND COUNCIL IN ACCORDANCE WITH THE PRIVACY LEGISLATION REQUIREMENTS.***

**1. APPLICANT DETAILS**

Applicant 1: Name: \_\_\_\_\_

Applicant 2: Name: \_\_\_\_\_

**1.1 Address of Main Applicant**

No &amp; Street: \_\_\_\_\_

Suburb: \_\_\_\_\_

Post Code: \_\_\_\_\_

**1.2 Contact Phone Numbers of Main Applicant**

Home		Mobile		Work	
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1.3 Are you a member of the Trangie Local Aboriginal Land Council Yes / No

1.4 Are you related to any staff or Board member of the Trangie Local Aboriginal Land Council Yes / No

1.5 Do you have a Certificate of Confirmation of Aboriginality? Yes / No

1.6 Do you regularly attend Trangie LALC meetings? Yes / No

1.7 Are you actively participating in the community? Yes / No

Please provide details of your involvement

**2. CURRENT HOUSING DETAILS****2.1 Who are you currently housed by?**

FACS Housing Services <input type="checkbox"/> <i>(Housing NSW or AHO)</i>	Aboriginal Community Housing <input type="checkbox"/>	Private / Landlord <input type="checkbox"/>
Mainstream Housing <input type="checkbox"/>	Other _____ <i>(i.e. Boarding, Homeless, Living at home/relatives etc)</i>	

Name of Landlord/Housing Provider:	
No of persons at your address:	
No of bedrooms at your current address:	
Are you the primary tenant who appears on the Residential Tenancy Agreement	Yes/No
What is your weekly rent/board you pay at your current address	\$ _____ <b>NOTE:</b> A current rent receipt must be provided with application
Are you currently buying, paying off a mortgage or own any other property?	Yes/No
How long have you lived at your current address?	_____ Years _____ Months

### 3. RENTAL HISTORY

Supply 2 references from previous Landlords for the past 5 years	<p>1.</p> <p>Landlords Name: _____</p> <p>Landlords Address: _____</p> <p>_____</p> <p>Landlords contact no. _____</p>
	<p>2.</p> <p>Landlords Name: _____</p> <p>Landlords Address: _____</p> <p>_____</p> <p>Landlords contact no. _____</p>
Supply current rent receipts for 2 weeks	Yes / No

### 4. HOUSING REQUIREMENTS

#### 4.1 What are your housing requirements?

Do you require accommodation for?	<p>Single <input type="checkbox"/></p> <p>Couples <input type="checkbox"/></p> <p>Family <input type="checkbox"/></p>
How many people are to be housed?	<p>Adults _____</p> <p>Children _____</p>
How many of proposed residents are Aboriginal?	
How many bedrooms do you require?	<p>1 <input type="checkbox"/></p> <p>2 <input type="checkbox"/></p> <p>3 <input type="checkbox"/></p> <p>4 <input type="checkbox"/></p>
Do you have pets?	<p>Yes/No</p> <p>Type _____</p> <p>Breed _____</p>
Do you, or any of the proposed residents, own, or part own any property	Yes / No
Is your current rent subsidised	<p>Yes / No</p> <p>By Whom _____</p>
Please detail any special needs that maybe required	

**4.2 List all people to be housed, including yourself**

Name	DOB	Relationship to you	Sex

**5. MEDICAL CONDITIONS**

Type of Medical Condition	Long Term / Short Term	Age of person with medical condition

**6. LOCATION**

TRANGIE	Yes / No
OTHER <i>This is only available when the Trangie LALC takes on the role of Housing provider for organisations outside of the Trangie area</i>	If Other: Where _____

**7. EMPLOYMENT**

Occupation	
Employer	
Employer Address	
Employer Contact - Telephone	
Period of Employment	___ / ___ / ___ to ___ / ___ / ___

## 8. INCOME

Please supply details of total income to the household (Include wages, Centrelink payments, Interest from Investments, Pension and allowances. Evidence of income must be supplied by providing copies of 2 wage slips or group certificates, copies of income statement from Centrelink or a letter from Centrelink stating that there are nil payments being received.

Tenant	
Tenant partner	
3 <sup>rd</sup> person	
4 <sup>th</sup> person	

## PROOF OF IDENTIFICATION

Prior to any Tenancy Application being considered, each applicant is required to produce sufficient identification. Should you have difficulties in providing this information, please advise us prior to completing. Please supply all items listed below:

- Photo Identification (Current Drivers Licence, Proof of Age card)
- Copy of 2 recent pay slips
- Centrelink printout
- Medicare Card
- Copy of Utility accounts ie Electricity, telephone, motor vehicle rego

Note: If you are self employed, proof of income (such as a copy of your most recent Tax assessment) is still required

### **NOTE – No Exceptions**

*Applicants who **deliberately and/or knowingly** make or provide any misleading information will not be listed on the Housing Wait List or may be removed from the Housing Wait list*

### Once you have completed this form please return to:

Address Details: PO Box 106 Trangie NSW 2823  
or by hand delivery to the office located at:  
48 Dandaloo Street, Trangie

#### **OFFICE USE ONLY**

Date Received: \_\_\_\_\_ Name \_\_\_\_\_ Signed \_\_\_\_\_

Eligibility Decision: ELIGIBLE/NOT ELIGIBLE Date: \_\_\_\_\_

Approved at Board meeting Date: \_\_\_\_\_