

### Information for landlords and applicants

- This form is designed to help the landlord choose who will rent the nominated premises.
- This form is not, nor does it form any part of, a tenancy agreement. The rights and obligations of tenants and landlord are governed by the *Residential Tenancies Act 2010*
- Applicants must be considered in accordance with the *Equal Opportunity Act 1995*. There must be no discrimination based on: age, sex, marital, parental or carer status, pregnancy, sexual orientation, disabilities, physical features, race, religious, political or industrial activities or beliefs or personal association with someone else who may be treated unfairly on the basis of any of the above.
- No fees can be charged for this application.
- Information the prospective tenant provides in this application or collected from other sources is necessary for Link Housing to verify the applicants' identity and income, to process and evaluate the application, to manage the tenancy and to conduct the agent's business. While the applicant is not compelled to answer all questions on the form, the application may not be approved if the information is not provided.
- If the applicant would like to access the personal information they can do so by contacting Link Housing.
- The applicant can also correct this information if it is inaccurate, incomplete or out of date.
- If this application is unsuccessful, this form and any copies will be destroyed (unless otherwise requested by the applicant).

### Information for applicants

A separate application form is required to be completed for each household member over 18 years of age.

If the application is successful, you will be required to:

- pay 2 week's rent in advance
- pay 4 week's bond
- complete a *Tenancy Agreement* and *Condition Report*.

Remember, it is your responsibility to have all services such as telephone, gas, electricity and water connected in your name to coincide with your date of occupation.

It is also your responsibility to insure your possessions. The landlord's insurance policy does not cover your possessions.

This application must be accompanied by a copy of the required documentation

### Income eligibility

When assessing whether a household is eligible to rent a dwelling under the Affordable Rental Housing scheme<sup>1</sup>, Link Housing must determine the gross (before tax) household income for the 12 months prior to the day on which the household would become tenants. Link Housing will need to take reasonable steps to accurately determine the household income. The following documents, though not an exhaustive list, may be reasonable in determining household income:

- copies of payslips showing year to date ;
- notices of assessment for annual tax returns;
- letters from employers;
- statements from superannuation funds;
- statements from Centrelink; and/or
- statements of dividends or interest paid
- bank statements.

Copies of these documents should be held on file, as Link Housing may be audited to ensure that the requirements of the Scheme are being met.

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<sup>1</sup> State Environmental Planning Policy (Affordable Rental Housing) 2009



# AFFORDABLE RENTAL HOUSING - TENANCY APPLICATION

Note: Rent assistance will be counted as part of the tenant's gross income.

PROPERTY DETAILS			
Property address:			
Size of property:		Rent per week:	\$
Lease commencement date:		Term of lease:	12 months
YOUR DETAILS			
Family name:			
First name:			
Date of birth: / /	Country of birth:		
Current address:			
Suburb:		Post code:	
Phone (H)	Phone (W)	Mobile:	
Email address:			
CURRENT TENANCY DETAILS			
Length of time at current address			
Rent per week	\$		
Name of landlord or agent			
Contact details for landlord or agent			
Reason for leaving			
PREVIOUS TENANCY DETAILS			
Previous address:			
City:		Post code:	
Length of time at previous address			
Rent per week	\$		
Name of landlord or agent			
Contact details for landlord or agent			
Reason for leaving			
OTHER TENANCY			
Have you been evicted from any premises in the past 5 years?			
If yes please provide details			
EMPLOYMENT INFORMATION			
Current employer:			
Employer address:		How long?	
Phone:	E-mail:	Fax:	
City:	State:	Post Code:	
Position:	Hourly Salary (Please circle)	Annual income:	
Previous employer:			
Address:		How long?	
Phone:	E-mail:	Fax:	
City:	State:	Post Code:	
Position:	Hourly Salary (Please circle)	Annual income:	
Personal/business references (not relatives)			

SELF EMPLOYMENT INFORMATION (IF APPLICABLE)			
Company name:			
Business Type:			
Business address:			
Suburb:		Post code	
Position Held:		Annual income:	
Accountant's Name:			
Phone:	E-mail:	Fax:	
HOUSEHOLD MEMBERS			
PLEASE LIST ALL MEMBERS OF YOUR HOUSEHOLD ( INCLUDING YOURSELF) WHO WILL LIVE WITH YOU NOTE HOUSEHOLD MEMBERS AGED 18 OR OVER WILL NEED TO COMPLETE SEPARATE APPLICATION FORM.			
Name	Sex	Date of birth	Relationship to you
ASSETS			
Do you own any properties or land?	Yes / No		
If yes please provide details:			
USE OF PREMISES			
Will the premises be used for business purposes?		Yes / No (please circle)	
PETS			
Type	Breed	Number	
NEXT OF KIN			
THIS INFORMATION IS REQUIRED IN CASE WE NEED TO CONTACT YOU AS A MATTER OF URGENCY ARISING FROM YOUR TENANCY AND YOUR NORMAL CONTACT DETAILS ARE NOT RESPONDING			
Name		Relationship	
Contact details			
VEHICLE			
Type		Licence number	
OTHER			
Have you ever been a tenant of Housing NSW or any other housing association?			
If yes please provide details			
Does anyone on this application have an association with a staff member or a member of the Board of Link Housing			
If yes please provide details			
Does anyone on this application have an association with the owner or prospective owner of the property you are applying for			
If yes please provide details			
Are you aware of any reason that you may have difficulty meeting the current or future rent payments			
If yes please provide details			



## AFFORDABLE RENTAL HOUSING - TENANCY APPLICATION

PRIVACY STATEMENT	
<p>Link Housing is bound by the National Privacy principles. We collect personal information about you to assess your application for a residential tenancy. We may need to collect information about you from your previous landlords or letting agents, your employers and our referees. Your consent to us collecting this information is set out below.</p>	
PRIVACY CONSENT	
<p>I have read the privacy statement. I authorise Link Housing to collect information about me from</p> <ul style="list-style-type: none"><li>• My previous letting agents and/or landlords</li><li>• My referees</li><li>• My employers</li><li>• Any tenancy default database which may contain personal information about me.</li></ul> <p>I also authorise Link Housing to disclose</p> <ul style="list-style-type: none"><li>• any details about any defaults by me under the tenancy to which this application relates to, to any tenancy default database to which it subscribes.</li><li>• personal information it collects about me to the owner of the property and to any relevant third parties – valuers, insurance companies, body corporate or strata managers.</li></ul>	
<p>I consent to the information provided in this application being verified and a reference check being undertaken</p>	
DECLARATION	
<p>I apply for approval to rent the premises referred to in this form.</p>	
<p>I declare that the information I have provided is true and correct and my income is less or equal to the income limits provided.</p>	
<p>I declare that I am not a bankrupt or an undischarged bankrupt</p>	
Signature of applicant	Date

## IDENTIFICATION CHECK

Prior to any tenancy application being considered each applicant is required to provide sufficient identification and income details.

Essential documents (these must be provided before your application can be processed)

## ID

- Current drivers licence
- Passport
- 3 forms of ID including one PHOTO ID
- Utility bill for your current address
- ID for any child under 18 included on your application eg Centrelink statement, Medicare card

## CURRENT HOUSING

- Rental ledger for past 12 months

## PROOF OF INCOME

- Proof of assets – bank statement for each bank account showing last three months of transactions
- 4 current pay slips or pay slip showing year to date
- Group certificate or YTD pay slip for previous financial year( if application made part way during financial year)
- Current Centrelink statement/s (if applicable)
- Most recent tax return (if self employed)
- Details of any other income received eg super, dividends, workers compensation payments etc

## OTHER

- Motor vehicle registration (if applicable)

Fax: (02) 9412 2779

Email: [affordable@linkhousing.org.au](mailto:affordable@linkhousing.org.au)

PO Box 5124 Chatswood West NSW 2067

You may fax, email, or post your application

If you have questions, please call our office:

Telephone: (02) 9412 5111

# Commonwealth of Australia

## STATUTORY DECLARATION

### *Statutory Declarations Act 1959*

I, \_\_\_\_\_ [Full Name]

of \_\_\_\_\_ [Address]

\_\_\_\_\_ [Occupation]

Make the following declaration under the *Statutory Declarations Act 1959*:

1. The information provided to the Property Manager with respect to the application property, in relation to household members and total household income is a correct and full disclosure of the number and age of people who will live in the subject property and their combined income. Furthermore I declare that should these circumstances change, I will notify the property manager within 14 days.

I understand that a person who intentionally makes a false statement in a statutory declaration is guilty of an offence under section 11 of the *Statutory Declarations Act 1959*, and I believe that the statements in this declaration are true in every particular.

\_\_\_\_\_ [Signature of person making declaration]

Declared at \_\_\_\_\_ [Place] on \_\_\_\_\_ [day]

Of \_\_\_\_\_ [month] 20\_\_\_\_ [year]

Before me, \_\_\_\_\_ [Signature of person before whom the

Declaration is made] \_\_\_\_\_ [Full name]

\_\_\_\_\_ [Address]

\_\_\_\_\_ [Qualification]

*Note 1:* A person who intentionally makes a false statement in a statutory declaration is guilty of an offence, the punishment for which is imprisonment for a term of 4 years — see section 11 of the *Statutory Declarations Act 1959*.

*Note 2:* Chapter 2 of the *Criminal Code* applies to all offences against the *Statutory Declarations Act 1959* — see section 5A of the *Statutory Declarations Act 1959*.

## **A Statutory Declaration under the *Statutory Declarations Act 1959* may be made before:–**

(1) A person who is currently licensed or registered under a law to practise in one of the following occupations:

Chiropractor	Dentist	Legal practitioner
Medical practitioner	Nurse	Optometrist
Patent attorney	Pharmacist	Physiotherapist
Psychologist	Trade marks attorney	Veterinary surgeon

(2) A person who is listed on the roll of the Supreme Court of a State or Territory, or the High Court of Australia, as a legal practitioner (however described); or

(3) A person who is in the following list:

**Agent of the Australian Postal Corporation** who is in charge of an office supplying postal services to the public Australian Consular Officer or Australian Diplomatic Officer (within the meaning of the *Consular Fees Act 1955*).

**Bailiff**

**Bank officer** (with 5 or more continuous years of service)

**Building Society officer** (with 5 or more years of continuous service)

**Chief Executive Officer of a Commonwealth Court**

**Clerk of a court**

**Commissioner for Affidavits**

**Commissioner for Declarations**

**Credit Union officer** (with 5 or more years of continuous service)

**Employee of the Australian Trade Commission who is:**

(a) In a country or place outside Australia; and

(b) Authorised under paragraph 3 (d) of the *Consular Fees Act 1955*; and

(c) Exercising his or her function in that place

**Employee of the Commonwealth who is:**

(a) In a country or place outside Australia; and

(b) Authorised under paragraph 3 (c) of the *Consular Fees Act 1955*; and

(c) Exercising his or her function in that place

**Fellow of the National Tax Accountants' Assc.**

**Finance Company officer** (with 5 or more years of continuous service)

**Holder of a statutory office** not specified in another item in this list

**Judge of a court**

**Justice of the Peace**

**Magistrate**

**Marriage Celebrant** (registered under Subdivision C of Division 1 of Part IV of the *Marriage Act 1961*)

**Master of a court**

**Member of Chartered Secretaries Australia**

**Member of Engineers Australia**, (other than at the grade of student)

**Member of the Association of Taxation & Management Accountants**

**Member of the Australasian Institute of Mining and Metallurgy**

**Member of the Australian Defence Force** who is:

(a) An officer; or

(b) A non-commissioned officer within the meaning of the *Defence Force Discipline Act 1982* (with 5 or more years of continuous service); or; (c) a warrant officer within the meaning of that Act

**Member of:**

**Institute of Chartered Accountants** in Australia,

**The Australian Society of Certified Practising Accountants** or

**The National Institute of Accountants**

**Member of:**

(a) Parliament of the Commonwealth; or

(b) Parliament of a State; or

(c) Territory legislature; or

(d) Local government authority of a State or Territory

**Minister of Religion** (registered under Subdivision A of Division 1 of Part IV of the *Marriage Act 1961*)

**Notary Public**

**Permanent employee of the Australian Postal Corporation** (with 5 or more years of continuous service who is employed in an office supplying postal services to the public)

**Permanent employee of:**

(a) The Commonwealth or a Commonwealth authority; or

(b) A State or Territory or a State or Territory authority; or

(c) A local government authority ;( with 5 or more years of continuous service who is not specified in another item in this list)

**Person before whom a statutory declaration may be made under the law of the State or Territory in which the declaration is made**

**Police officer**

**Registrar, or Deputy Registrar, of a court**

**Senior Executive Service employee of:**

(a) The Commonwealth or a Commonwealth authority; or

(b) A State or Territory or a State or Territory authority

**Sheriff**

**Sheriff's officer**

**Teacher** (employed on a full-time basis at a school or tertiary education institution)

## Link Housing

**Address:** Level 12, 815 Pacific Highway, Chatswood  
**Phone Number:** (02) 9412 5111  
**Fax Number:** (02) 9412 2779  
**Email Address:** [affordable@linkhousing.org.au](mailto:affordable@linkhousing.org.au)  
**Web:** <http://www.linkhousing.org.au/>



## Your FREE No Obligation Connection Service

Let us do the running around and call you to organise the connection of your utilities before you move in!

Step 1	Step 2	Step 3
Select the utilities you would like connected by ticking the relevant boxes below.	Fill out the relevant details on this form, sign it and lodge it with your property manager.	We will call you within 24 hours (except on weekends and public holidays), to confirm your details and connection timings.

### Please tick utilities as required

Electricity  Gas  Pay TV   
Internet  Phone  Insurance

**DECLARATION AND EXECUTION:** By signing this application, I/we: consent to Direct Connect arranging for the connection and disconnection of the nominated utility services and to providing information contained in this application to utility providers for this purpose; acknowledge having been provided with terms and Conditions of Supply of Direct Connect and having read and understood them together with the Privacy Collection Notice set out below; declare that all the information contained in this application is true and correct and given of their own free will; expressly authorise Direct Connect to provide any information disclosed in this Application to a supplier or potential supplier of the Services in accordance with the Privacy Collection Notice and to obtain any information necessary in relation to the Services; expressly authorise Direct Connect to provide any information disclosed in this Application to an information provider for the purpose of that information provider disclosing it to a supplier or potential supplier of the Services in accordance with the Privacy Collection Notice and to obtain any information necessary in relation to the Services; consent to Direct Connect contacting me by telephone or by SMS in relation to the marketing or promotion of all of the services listed under the heading "Utility Connections" above even if we/I have not applied for the connection of those services in this application. This consent will continue [for a period of 1 year from the date of our/my execution of this application/ until [28] days after we/I disconnect the last of the services in respect of which this application is made]; acknowledge that this consent will permit Direct Connect to contact us/me even if the telephone numbers listed on this application form are listed on the Do Not Call Register; understand that under the requirements of the Privacy Act 1988, Direct Connect will ensure that all personal information obtained about me/us will be appropriately collected, used, disclosed and transferred and will be stored safely and protected against loss, unauthorised access, use, modification or disclosure and any other misuse; authorise the obtaining of a National Metering Identifier (NMI) for my residential address to obtain supply details; consent to Direct Connect disclosing my/our details to utility providers (including my/our NMI and telephone number); declare and undertake to be solely responsible for all amounts payable in relation to the connections and/or supply of the Services and hereby indemnify Direct Connect and its officers, servants and agents and hold them indemnified against any charges whatsoever in respect of the Services; acknowledge that, to the extent permitted by law, Direct Connect shall not be liable for any loss or damage (including consequential loss and loss of profits) to me/us or any other person or any property as a result of the provision of the services or any act or omission by the utility provider or for any loss caused by or in connection with any delay in connection, disconnection or provision of, or failure to connect or disconnect or provide, the nominated utilities; acknowledge that whilst Direct Connect is a free service I/we may be required to pay standard connection fees or deposits required by various utility providers; acknowledge that the Services will be provided according to the applicable regulations and that the time frames and terms and conditions of the nominated utility providers bind me/us and that after hours connections may incur additional service fees from utility providers; acknowledge that the real estate agent listed on this application form may receive a benefit from Direct Connect in connection with the provision of the service being provided to me/us by Direct Connect; and acknowledge the entitlement of Direct Connect and its associates, agents and contractors, to receive a fee or remuneration from the utility provider and that such fee or remuneration will not be refunded to me as a rebate in connection with the provision of the utility connection services. By signing this application form, I warrant that I am authorised to make this application and to provide the consents, acknowledgements, authorisations and other undertakings set out in this application form on behalf of all applicants listed in this application form.

Signature:

Date:

**P: 1300 664 715**

**F: 1300 664 185**

**W: [www.directconnect.com.au](http://www.directconnect.com.au)**



# Tenant Income Assessment Information

This section **must** be completed and signed by each person over 18 years and over (one form per person).

**In the past 12 months from the date of your application:**

**1. Were you employed at any time?**

If YES, list the company name and dates you worked at each job below.  
You must provide your most recent 3 consecutive payslips for each job.

Yes

No

Company:

Date Employment Commenced:

Date Employment Ceased:

**2. Were you self-employed at any time?**

If YES, you must provide a letter from your accountant stating GROSS (before tax) income earned and a personal Notice of Assessment or Tax Return from the most recent financial year.

Yes

No

**3. If you are studying, did you receive any payments from a parent/guardian?**

If YES, you must provide a signed letter from your parent/guardian stating the total amount provided per week/per month.

Yes

No

**4. Did you receive any payments from Centrelink?**

If YES, you must provide your latest Centrelink statement and payment history.

Yes

No

**5. Did you receive income from any other sources?**

If YES, please list details below and provide evidence of GROSS (before tax) payments.

Yes

No

**I acknowledge upon signing this document that I have disclosed all income sources for the last 12 months from the date of my application and that all information is true and correct.**

I agree that by signing my signature electronically, I accept to be bound to this declaration and any terms and conditions mentioned in this agreement.

FULLNAME

X

DATE

YOUR SIGNATURE (see instructions page for details)

**Please attach all required documents (as listed above) with your application.**