



Gifford Village

Application Form

Postal Address
PO Box 4503 Knox City Centre 3152

Ph: (03) 9871 8700

Fax: (03) 9801 3134

Email: enquiries@harrison.org.au

Website: www.unitingcareharrison.org.au

Application Date: / /

1. How many people will occupy this property?

No of Adults _____ No of Dependant Children _____

Personal Details

2. Primary Tenant 1

First Name(s) _____

Surname _____

Gender Male Female CRN _____ Date of Birth / /

Current Residential Address _____

Suburb _____ State _____ Postcode _____

How long have you lived at this address? Years _____ Months _____

Phone _____ Mobile _____

Email _____

Australian Resident? Yes No Country of Birth _____

Preferred Language? _____

Aboriginal? Yes No Torres Strait Islander? Yes No

Do you own a car? Yes No License Plate Number _____

Do you have a disability? Yes No

3. Primary Tenant 2

First Name(s) _____

Surname _____

Gender Male Female CRN _____ Date of Birth / /

Current Residential Address _____

Suburb _____ State _____ Postcode _____

How long have you lived at this address? Years _____ Months _____

Phone _____ Mobile _____

Email _____

Relationship to Primary Applicant _____

Australian Resident? Yes No Country of Birth _____

Preferred Language? _____

Aboriginal? Yes No Torres Strait Islander? Yes No

Do you own a car? Yes No License Plate Number _____

Do you have a disability? Yes No

4. Please complete the following and (as applicable) attach a current **Centrelink "Income Statement"/s** and **payslips** for the most recent 13 consecutive weeks. NB. An "income statement" is not your 'Rate of Payment' letter.

Failing this, a letter from your employer stating your Gross annual income is required.

If **self-employed**, please attach an accountant's assessment with gross annual income.

N.B. Income details (payslips and/or Centrelink Income Statements) must be provided **for each member of the household** who is **aged 18 years or over**.

Details of Income Source – Primary

Tenant 1

Current Occupation _____

Full Time Part Time Casual

Unemployed Pension

Current Income Gross \$ _____ per week

Wages \$ _____

Centrelink Income \$ _____

Centrelink Type _____

CRN _____

Details of Income Source – Primary

Tenant 2

Current Occupation _____

Full Time Part Time Casual

Unemployed Pension

Current Income Gross \$ _____ per week

Wages \$ _____

Centrelink Income \$ _____

Centrelink Type _____

CRN _____

Household Details

Single Couple Group/Family

Details of Additional Household Members

Household Member

Full Name _____

D.O.B / / Gender M/F

Relationship to Tenant _____

Source of Income _____

Amount Per Week \$ _____

CRN _____

Household Member

Full Name _____

D.O.B / / Gender M/F

Relationship to Tenant _____

Source of Income _____

Amount Per Week \$ _____

CRN _____

Household Member

Full Name _____

D.O.B / / Gender M/F

Relationship to Tenant _____

Source of Income _____

Amount Per Week \$ _____

CRN _____

Household Member

Full Name _____

D.O.B / / Gender M/F

Relationship to Tenant _____

Source of Income _____

Amount Per Week \$ _____

CRN _____

5. Do you have any pets? Yes No If YES, type? _____ Breeds _____

6. How did you find out about Gifford Village? _____

7. Were you referred by a support agency? Yes No

If YES, please indicate which agency _____

8. Do you know other Gifford Village applicants/residents? Yes No

9. **Current Landlord/Agent** details (if applicable)

Name of Landlord/Agent _____

Phone Number _____ Email _____

10. Referees

If you are successful we would expect that you take up the tenancy within 4 weeks.

Please provide details of three (3) referees – two (2) most recent **rental** and one (1) **personal/character referee**. (e.g. a personal referee can be an employer, community leader or person who has known you for at least 5 years)

N.B. (i) REFEREES MUST NOT BE FAMILY OR CLOSE FRIENDS.

(ii) if you are unable to provide rental referees because you don't have a rental history, please provide two **written** character references instead.

(iii) if the Primary and Secondary Applicants have only recently lived together, then rental referees for each applicant are required.

Rental Referees – Primary Tenant 1

Name of Landlord/Agent (1) _____

Contact Details _____

Address of Property rented _____

Name of Landlord/Agent (2) _____

Contact Details _____

Address of Property rented _____

Rental Referees – Primary Tenant 2

Name of Landlord/Agent (1) _____

Contact Details _____

Address of Property rented _____

Name of Landlord/Agent (2) _____

Contact Details _____

Address of Property rented _____

Character Referee – Primary Tenant 1

Name of Personal Referee _____

Phone Number _____

Relationship to you _____

Character Referee – Primary Tenant 2

Name of Personal Referee _____

Phone Number _____

Relationship to you _____

11. If you would like us to record an **Emergency Contact**, please provide the necessary details below.

Name _____ Relationship to you _____

Phone Number _____ Mobile _____

Email _____

12. Please provide us with your **Employers Details** to enable us to confirm your employment/income status.

Name of Employer _____

Employer Contact Name _____

Phone Number _____ Email _____

13. Other Supporting Information

Is there any other information you can supply to support your application.

14. Declaration of General Consent for Release of Information

I apply to rent a property from UnitingCare Harrison (UCH) under a lease to be prepared by UCH.

Should this application be accepted, I agree to enter into a Residential Tenancies Agreement pursuant to the Residential Tenancies Act 1997.

I/We acknowledge that this application is subject to the approval of UCH and that all information contained in this application is true and correct.

I/We authorise UCH to obtain information from:

- (a) my/our personal information provided
- (b) my/our alternate contact(s) (if provided) in the event that I/we cannot be contacted directly on the primary details
- (c) Centrelink (income and asset details)
- (d) Those people listed in this application as Referees

I/We authorise UCH to discuss my/our application and details of my/our situation with any other persons as required in determining the outcome of this application. This may include, but not restricted to –

- (a) other UCH staff
- (b) support workers/carers

and will only be undertaken in line with UCH Confidentiality and Privacy Policy and Procedures (copies of which are available on request)

I am aware that UCH may use and disclose my/our personal information in order to:

- (a) prepare lease/tenancy agreement documents
- (b) allow organisations/tradespeople to contact me
- (c) lodge/claim/transfer to/from the Residential Tenancies Bond Authority
- (d) refer to tribunals/courts and Statutory Authorities (where applicable)
- (e) refer to collection agents/lawyers (where applicable)
- (f) complete credit check with NTD and TICA Databases
- (g) transfer council rate rebate and water account details into my/our names(s).

I understand that this authority may be revoked at anytime by providing written notice to UCH.

I am aware that if information is not provided or I do not consent to the uses to which personal information is put, UCH may not, in its absolute discretion; provide me with the lease tenancy of the premises. I am aware that I may access my personal information on the contact details above.

Primary Tenant 1

Full Name _____

Signature _____

Date Signed / /

Primary Tenant 2

Full Name _____

Signature _____

Date Signed / /

Office Use Only	
<input type="checkbox"/>	Centrelink Income Confirmation Consent Form Attached.

Application Checklist

Please take some time to ensure that you have checked off all the boxes below prior to forwarding your application.

- Provided 2 most recent **Rental Referees** and 1 **Character Referee** for each tenant over 18 years old.

Please note: If you have been **renting through family/friends**, please supply 2 **written** character references in place of rental referees (See Question 13).

If you have **never rented**, please supply 2 written character references (**not** family members or friends).

Income Details

This should include all dependants aged 18 years and over and must comprise:

- most recent 13 weeks of consecutive payslips for all household members earning income **OR**
- a Letter from the Employer stating the Gross Annual Income **OR**
- an Accountants assessment stating Gross Annual Income if Self Employed **AND/OR**
- Centrelink statement for previous 12 month period. This is also required for dependant children who are receiving Youth Allowance, Austudy or Abstudy.

NB: an 'Income Statement' is NOT the same as a 'Rate of Payment' letter that Centrelink provides.

- Included current **Identification** (Photo I.D. eg. Licence, Proof of Age is required)
- Signed and dated the **Declaration** (Question 14)
- Signed and dated the **Centrelink Income Confirmation Consent** form (attached)