



LODDON MALLEE HOUSING SERVICES Ltd.

AFFORDABLE HOUSING ASSOCIATION

Application for Affordable Housing

PO Box 212 Bendigo Victoria 3552
 Phone: 03 5444 9061 Fax: 03 5443 2758
 Email: ahaapplications@lmhs.com.au

Please complete the AHA Eligibility Self-Assessment first. If this indicates that you may be eligible for Affordable Housing, then you should complete this application - all questions on the form must be answered for us to process your application.
 Please note: successful applicants will be required to pay the equivalent of 4 weeks rent as a Bond plus 2 weeks rent in advance.

APPLICATION DATE

PERSONAL DETAILS

1. How many people will occupy this property? No. of Adults No. of Dependant Children
2. Details of the **Primary Applicant** (Current Photo I.D. eg. Licence, Proof of Age etc. must be provided)

First Name(s)			
Surname			
Previous Name			
Gender	M	F	Date of Birth
Current Residential Address			Postcode
How long have you lived at this current address?		YEARS	MONTHS
Why are you leaving this address?			
Contact Details	Home Phone No.	Mobile No.	E-mail
Relationship to Primary Applicant		SELF	Driver's Licence Number
Australian Resident? YES/NO	Country of Birth?		Preferred Language?
Aboriginal? YES/NO	Torres Strait Islander?		YES/NO

3. Details of the **Secondary Applicant** (Current Photo I.D. eg. Licence, Proof of Age etc. must be provided)

First Name(s)			
Surname			
Previous Name			
Gender	M	F	Date of Birth
Current Residential Address			Postcode
How long have you lived at this current address?		YEARS	MONTHS
Why are you leaving this address?			
Contact Details	Home Phone No.	Mobile No.	E-mail
Relationship to Primary Applicant		Driver's Licence Number	
Australian Resident? YES/NO	Country of Birth?		Preferred Language?
Aboriginal? YES/NO	Torres Strait Islander?		YES/NO

N.B. Details of others who will normally be living in the property should be provided on Page 4 of this application.

4. Do any members of the household –

(i) have any disability? YES NO If YES, who?

(ii) receive a Disability Support Pension? YES NO If YES, who?

5. **Your Rental Preferences –**

Please select your preferred location(s)

- Bacchus Marsh Ballarat Bendigo Castlemaine Croydon
 Doncaster (Tram Road) Drouin Echuca Geelong Hamilton
 Horsham Kyneton Mildura Morwell Officer
 Robinvale South Morang Swan Hill Traralgon Warrnambool

What is your preferred housing type? 1 Bedroom 2 Bedroom 3 Bedroom 4 Bedroom

Loddon Mallee Housing Services will match tenants with their rental preferences according to location and housing size in accordance with the LMHS AHA Eligibility and Allocations policy.

6. What is **your connection to the area for which you are applying?**

Why do you want to live in this area? Is it because it is

Where you live now? YES NO If YES, since when?

Where you used to live YES NO If YES, give dates

Where you have family, social or work connections? YES NO If YES, give details

Are there any other reasons you want to live in this area?

7. **Do You Have Any Pets?** No Yes If Yes, please list the details of your pets below -

Breed	Breed	Breed

8. How did you find out about LMHS Affordable Housing?

9. Were you referred by a support agency? YES NO

If Yes, please indicate which agency

10. Were you referred by a current LMHS Affordable Housing resident? YES NO

If YES, please indicate who this was

11. Are you currently on the **Office of Housing** waiting list? YES NO

If YES, what is your Office of Housing **registration number**?

Are you currently living in an Office of Housing property? YES NO

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

Name of Landlord/Agent

Phone No.

E-mail

13. Referees

Please provide details of three (3) referees – two (2) most recent **rental referees** and one (1) **personal referee** [eg. 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 a family member or close friend.

(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 APPLICANT		RENTAL REFEREES - SECONDARY APPLICANT	
Name of Landlord/Agent (1)		Name of Landlord/Agent (1)	
Phone No.	E-mail	Phone No.	E-mail
Address of Property Rented		Address of Property Rented	
Name of Landlord/Agent (2)		Name of Landlord/Agent (2)	
Phone No.	E-mail	Phone No.	E-mail
Address of Property Rented		Address of Property Rented	

PERSONAL REFEREE - PRIMARY APPLICANT		PERSONAL REFEREE - SECONDARY APPLICANT	
Name of Personal Referee		Name of Personal Referee	
Phone No.	Mobile No.	Phone No.	Mobile No.
Relationship to You		Relationship to You	

14. If you would like us to record an Emergency contact, please provide the necessary details below –

Name Relationship to You
 Phone No. E-mail

15. Please provide us with your Employer's Details to enable us to confirm your employment/income status.

Name/Organisation
 Phone No. E-mail

16. Income Status

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 16 years or over**.

DETAILS OF INCOME SOURCE - PRIMARY APPLICANT		DETAILS OF INCOME SOURCE - SECONDARY APPLICANT	
Current Occupation		Current Occupation	
<input type="checkbox"/> Full Time <input type="checkbox"/> Part Time <input type="checkbox"/> Casual <input type="checkbox"/> Unemployed <input type="checkbox"/> Pension		<input type="checkbox"/> Full Time <input type="checkbox"/> Part Time <input type="checkbox"/> Casual <input type="checkbox"/> Unemployed <input type="checkbox"/> Pension	
Current Income (Gross per week/fortnight)		Current Income (Gross per week/fortnight)	
Wages	Centrelink Income	Wages	Centrelink Income
Family Tax A	Family Tax B	Family Tax A	Family Tax B
Child Support Payments		Child Support Payments	
Income From Other Investments		Income From Other Investments	
Other Income		Other Income	

17. Details of Other Household Members

Additional Adult Applicant/Dependant Child (1)			Additional Adult Applicant/Dependant Child (2)		
Full Name			Full Name		
Date of Birth	Gender	Age	Date of Birth	Gender	Age
Additional Adult Applicant/Dependant Child (3)			Additional Adult Applicant/Dependant Child (4)		
Full Name			Full Name		
Date of Birth	Gender	Age	Date of Birth	Gender	Age
Additional Adult Applicant/Dependant Child (5)			Additional Adult Applicant/Dependant Child (6)		
Full Name			Full Name		
Date of Birth	Gender	Age	Date of Birth	Gender	Age

18. Other Information

Are there any circumstances surrounding your need for Affordable Housing that you are willing to disclose that may require Loddon Mallee Housing Services - Affordable Housing Association to give your application additional consideration? For example, extenuating personal circumstances such as forced relocation, a requirement to access medical, health or other services; General Hardships such as bankruptcy or the need to provide carer assistance to relatives; pending birth of child in near future; or housing that will enable you to take up confirmed employment, education or training opportunities.

Please provide details. (If more space is required please attach separately).

19. Declaration and General Consent for Release of Information

I apply to rent a property from Loddon Mallee Housing Services Ltd (LMHS) under a lease to be prepared by the LMHS Affordable Housing Association.

Should this application be accepted by LMHS, 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 LMHS and that all information contained in this application is true and correct.

I/we authorise LMHS to obtain information from:

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

I/we authorise LMHS 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 be restricted to –

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

and will only be undertaken in line with LMHS Confidentiality and Privacy policy and procedures (copies of which are available on request)

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

- (a) prepare lease/tenancy agreements 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 the NTD and TICA Tenancy Databases
- (g) transfer water account details into my/our name(s).

I/we understand that this authority may be revoked at any time by providing written notice to LMHS Affordable Housing Association.

I am aware that if information is not provided or I do not consent to the uses to which personal information is put, LMHS 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 Applicant		Secondary Applicant	
Full Name		Full Name	
Signature	Date Signed	Signature	Date Signed

20. Consent to Notify Office of Housing – OoH Waitlist Registered Applicants and Current OoH Tenants

If you are offered a property through LMHS and accept the offer and sign a lease to take up the tenancy, LMHS will advise the Office of Housing and they will remove your application from their waiting list.

If you are a current OoH tenant and accept the offer of a property from LMHS, we will advise the Office of Housing.

I/we give consent for LMHS to advise the Office of Housing that I/we have accepted the offer of housing through Loddon Mallee Housing Services.

Signed Date

21. Affordable Housing Association – Release of Information form.

Please complete the attached form.

LODDON MALLEE HOUSING SERVICES Ltd.

24-30 View Street
 P.O. BOX 212
 BENDIGO 3552

PHONE (03) 5444 9045
 FAX (03) 5443 2758

Affordable Housing Association Release of Information Consent Form

(1 page required per person aged 16 years and over)

Centrelink Income Confirmation

This consent will be used for the sole purpose of authorising Centrelink to provide income and asset information to Loddon Mallee Housing Services Affordable Housing Association in order to –

- determine ongoing Eligibility for housing
- verify identification requirements for housing applications
- update rental charges for tenancy rental reviews.

PLEASE NOTE: CENTRELINK REQUIRES A SEPARATE RELEASE OF INFORMATION CONSENT FORM FOR EACH MEMBER OF THE HOUSEHOLD AGED 16 YEARS AND OVER. YOU WILL NEED TO PRINT OFF AND COMPLETE THE NECESSARY NUMBER OF CONSENT FORMS AND FORWARD THEM TO LMHS AFFORDABLE HOUSING ASSOCIATION.

I authorise Centrelink to electronically provide a statement of information to Loddon Mallee Housing Services to assist in the assessment of my entitlement to ongoing services from Loddon Mallee 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 Loddon Mallee Housing Services.

I understand that this authority, which is ongoing, can be revoked at any time by giving written notice to Loddon Mallee Housing Services.

A brochure is available from Centrelink that provides more details about the Centrelink Confirmation eServices or on Centrelink's website at www.centrelink.gov.au.

*** The Customer Reference Number (CRN) is required.**

Title and Name	CRN	Date of Birth	SIGNED

PLEASE NOTE:

1. We ask that you provide Loddon Mallee Housing Services with your Centrelink Customer Reference Number (CRN) so that, as required in the future, we may update your income details when property vacancies arise.
2. It is your responsibility to attach details of your current income to this application. If you do not include these details, your application for Affordable Housing cannot be considered.

LODDON MALLEE HOUSING SERVICES Ltd.

Affordable Housing Association – Application Checklist

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

Have You:

- Completed the **Eligibility Self-Assessment** form AND attached it to the front of your application.
- Completed your **Office of Housing Registration Number** [if Applicable] (See question 11)
- Provided 2 most recent **Rental Referees** or **Character Referees** as applicable (see below) -

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

OR

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

Please note: If the Primary and Secondary applicants have only recently co-habited, we require rental referees for each individual applicant.

- Attached all the required **Income Details** (Question 16) for the entire household.
This should include all dependants aged 16 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 Accountant's assessment stating Gross Annual Income if self employed

AND/OR

- a current **Income Statement** from Centrelink. 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.

AND

- Income details for other investments

- Included current **Identification** (Photo I.D. eg. Licence, Proof of Age is required)

- Signed and dated the **Declaration** (Question 19)

- Signed and dated the **Consent to notify Office of Housing** form (Question 20)

- Signed and dated the **Release of Information** form (Question 21)

Thank you for completing the Application Form.

Please send it to: **AHA Administration**
P.O. Box 212
Bendigo 3552