

Gunida Gunyah Aboriginal Corporation Housing Application

Front page for office use only!

Date of application received:

Applicant Name:

Preferred Location:

Additional Needs:

Date applicant originally applied to be placed on the ACHPS Register of Applicants:

Is the application complete, with all required documentation attached?

Yes

No

Does the applicant meet all eligibility requirements?

Yes

No

Comments:

Staff Name:

Date:

Position:

Signature:

Important Information

Gunida Gunyah Aboriginal Corporation provides housing to approved applicants that reside in New South Wales. Applicants must meet all eligibility requirements when applying for housing. Applicants who meet eligibility requirements will be informed of the outcomes and will be placed on a waiting list. It is important to note that *Gunida Gunyah Aboriginal Corporation does not provide emergency or priority housing.*

To ensure that your housing needs are being met and to increase your opportunity to be adequately housed, Gunida Gunyah strongly encourages you to also apply for housing with other Social / Community Housing providers in your local community area.

Important information

You must contact Gunida Gunyah to update your contact details if you have a change of address, telephone number, or a change of circumstances. Applicants sitting on the waiting list will be reviewed every six months and an update details form will be sent out to you using the contact details you have provided. Failure to respond to these updates will result in your application being removed from the waiting list.

General Policy Information

- All Applicants must provide all required documents; your application cannot be processed without it.
- Income statements must be provided for ALL household members whom receive income (this includes payments received from Centrelink).
- It is the gross income that is assessed (this means we look at the money you receive before any deductions are made including tax, direct debits, child support payments, bills, rent and other payments, etc.)
- Gunida Gunyah Aboriginal Corporation does not accept statutory declarations for declaring Aboriginality. (Certified Aboriginality confirmations must be submitted)
- Applicants who are current tenants of another social or community housing provider and are adequately housed are not eligible to apply for housing with Gunida Gunyah Aboriginal Corporation. Extenuating circumstances may be considered on a case by case basis and must be accepted by the Board of Directors. If you believe you have extenuating circumstances you must supply formal supporting documentation with your application. If you are a tenant of another social or community housing provider and you believe that you are not adequately housed, we suggest that in the first instance, you apply for a transfer with your current provider. If your current provider cannot assist you, you will be required to provide evidence.
- If you are unable to provide rental references from a previous landlord or housing provider because you don't have a previous tenancy, you will be required to provide documents indicating that you can pay a general living expense bill on time. Examples of the types of documents you must supply are a phone bill, electricity account, radio rental statement, car payment account statement etc. (Please note a debt repayment to Centrelink, Child Support Agency or the State Revenue Department will not be considered evidence of a general living expense bill.)

Housing Application Checklist

Before I submit my application form:

- I have read all the questions carefully and completed this application in full.
- I understand that if my application is approved and I am deemed eligible for housing that I will be placed on the relevant waiting list.
- I have provided two Forms of Identification
- I have provided proof of income and assets for each person with an independent income. (Centrelink Income Statement, Employment pay slips etc.)
- I have provided rental references (no older than 12 months)
- I have provided rental statements (no older than 12 months)
- I have provided a certified Confirmation of Aboriginality
- I have attached all required supporting documentation and evidence required for my application.
- I have made copies of all required supporting documentation and evidence required for my application and understand that submitted copies of documents will not be returned.
- I have signed the application declaration.

Housing Application

1. Personal Details

Name:

Date of birth:

CRN

What is your current address?

Postcode

What is your mailing address?

Postcode

Home Work

Mobile Note – Gunida Gunyah may send you information by SMS (text messages).

Email

Please provide the name of a relative, friend or organisation that Gunida Gunyah could contact if we are unable to contact you directly.

Person/organisation

Address

Postcode

Home / Mobile Work

Have you been known by any other name in the past? (E.g. name changed by deed poll, marriage or divorce) Yes No

If yes, please list the name of any past names used



Please attach copies of two forms of Identification (ID) to the back of this application. (E.g., Drivers licenses, certified birth Certificate, Passport etc.)

2. Which community are you applying for housing in?

3. What type of housing are you currently residing in?

- Social Housing
- Community Housing
- Rental – Real Estate
- Rental - Private
- Boarding
- Other

Are you listed as a tenant on the lease agreement? Yes No

4. Tenancy History

In the past three years, have you been taken to the tenancy tribunal or had a tenancy end because of one or more of the following: (tick all that apply)

Please note - During the application process your tenancy history will be screened through the TICA database.

- Nonpayment of rent and/or arrears
- Property damage
- Failure to keep the property clean and tidy as required by the terms of your tenancy agreement
- Unauthorised occupants
- Other (please explain)

5. Tenancy References

Please provide the details of your two most recent landlords.

1.

Name of Landlord / Housing Organisation

Address of property

Postcode

Landlord Phone

Duration of tenancy at the property:

Weekly rent

2.

Name of Landlord / Housing Organisation

Address of property

Postcode

Landlord Phone

Duration of tenancy at the property:

Weekly rent



Please attach recent rental statements to the back of this application.

Please note – if you are unable to provide rental references from a previous landlord or housing provider because you don't have a previous tenancy, you need to attach copies of general living expense bills including a recent phone bill, electricity account, radio rental statement, car payment account statement etc. and attach to the back of this application. These types of documents provide proof that you are able to make repayments.

I consent to obtain information from the above organisations

Signature

Date

6. Household Member Details

Please provide details of all of the people to be housed. Please include all adults and children

| Household member # | 1 | 2 | 3 | 4 | 5 | 6 |
|---|--------------------------|--------------------------|--------------------------|--------------------------|--------------------------|--------------------------|
| Title | | | | | | |
| Surname | | | | | | |
| First name /s | | | | | | |
| Middle name | | | | | | |
| Date of birth | | | | | | |
| Male / female | | | | | | |
| Relationship to applicant | Applicant | | | | | |
| CRN or DVA Number | | | | | | |
| Please tick <input type="checkbox"/> all options that apply. | | | | | | |
| Aboriginal origin | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| Torres Strait Islander origin | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |



Please attach a copy of Certified Aboriginality confirmations to the back of this application

Are all the household members listed in the table above, currently living with you? Yes No

If no, please list the name of each person not living with you and the reason why. Please also include the amount of rent they are paying for where they are living now and the amount of Rent Assistance they receive (if any).

| Name of person | Reason why person is not currently living with you | Weekly rent/board | Weekly Rent Assistance received |
|----------------|--|-------------------|---------------------------------|
| | | \$.00 | \$.00 |
| | | \$.00 | \$.00 |
| | | \$.00 | \$.00 |
| | | \$.00 | \$.00 |
| | | \$.00 | \$.00 |
| | | \$.00 | \$.00 |
| Total | | \$.00 | \$.00 |

Are any of the household members on the application expecting a child?

Yes

No

If yes, name of the person/s

Expected date of delivery (due date)

7. **Household Member Income & assets** - (Please provide details of all of the income for **each** household member).

| Household member # | 1 | 2 | 3 | 4 | 5 | 6 |
|---|--------|--------|--------|--------|--------|--------|
| Income \$ (please circle weekly or fortnightly) | \$ w/f | \$ w/f | \$ w/f | \$ w/f | \$ w/f | \$ w/f |
| Income Type (wages, pension, allowance, family payments) | \$ | \$ | \$ | \$ | \$ | \$ |
| Other income (for example, maintenance, superannuation, etc.) | \$ | \$ | \$ | \$ | \$ | \$ |
| Balance of all bank accounts (including bank, building society, credit union and interest free accounts) | \$ | \$ | \$ | \$ | \$ | \$ |
| Shares, stocks or bonds (Australian and international) | \$ | \$ | \$ | \$ | \$ | \$ |
| Superannuation - allocated pension / s | \$ | \$ | \$ | \$ | \$ | \$ |
| Superannuation - lump sum payment/s | \$ | \$ | \$ | \$ | \$ | \$ |
| Proceeds from a property sale / settlement | \$ | \$ | \$ | \$ | \$ | \$ |



Please attach evidence of your income and assets to the back of this application.

| Do you own, or any household member own property? Please tick <input checked="" type="checkbox"/> all options that apply. | | | | | | |
|---|--------------------------|--------------------------|--------------------------|--------------------------|--------------------------|--------------------------|
| Household member # | 1 | 2 | 3 | 4 | 5 | 6 |
| Residential (including a house, flat, unit, townhouse or manufactured home) | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| Vacant land | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| Commercial / Industrial Property | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |

If you indicated that you or any household member has ownership of property, you must complete this section.

Name of person who owns the property

Address of property

Postcode

Amount of property owned e.g. 50%

Current value of the property

\$

Date of ownership

/ /

Is the property mortgaged?

Yes No

If yes, amount of mortgage owing

\$



Please attach evidence of property ownership to the back of this application.

8. Additional Housing Needs

(Please indicate below of any additional housing needs including the name (s) of the family member that the special needs are required for)

- Wheel chair access: ramps, widened doorways, modified bathroom
- Mobility access: ramps, rails
- Provisions for Dialysis machine
- Installation of emergency alarms
- Other:



Please attach a letter from a Doctor or Occupational Therapy report as evidence, to the back of this application.

9. Specific Location Needs

If you or another household member listed on the application are unable to be housed in a specific area or location please provide a detailed reason of where and why.



Please attach evidence supporting the reason the applicant or household member is unable to be housed in a specific location. (Evidence may include copies of any Apprehended Violence Order (AVO), Domestic Violence Order (DVO), court papers, bail conditions etc.)

10. Pets

Do you or any person to be housed with you, currently have a pet/s? Yes No

If yes, please provide details

11. Additional Information

Is there any further information which you feel is relevant to your application?

12. Application Declaration

You must complete and sign this application form in accordance with the requirements set out below.

I understand:

- the instructions given on this application form
- this form will be used by the Gunida Gunyah Aboriginal Corporation to determine my eligibility for housing and placement on the relevant wait list.
- that I may become ineligible for housing assistance if changes occur to any of my, or members of my household's circumstances, and/or incomes and/or assets detailed in this application.
- that I must update my details using the form that will be sent out to me, every six months.

Personal Information Privacy Notice:

I understand:

- by signing this declaration I am giving my consent to the information that I have provided in this application to be Provided to the Aboriginal Housing Office (AHO), fulfilling Gunida Gunyah Aboriginal Corporations requirement to obtain the applicants consent in providing details of their application to the Aboriginal Housing Office (AHO), as required under the *Personal Information Protection Act 1998*.
- this form will be used by the Gunida Gunyah Aboriginal Corporation to determine my eligibility for housing and placement on the relevant wait list.
- that I may be asked to provide additional information, to the AHO, as necessary to confirm my eligibility under the Housing Aboriginal Communities Program.
- that I may become ineligible for housing assistance if changes occur to any of my, or members of my household's circumstances, and/or incomes and/or assets detailed in this application.
- that I must update my details if any changes occur, or if I am sent a six monthly update details form to keep my application active.

Declaration

To the best of my knowledge, the information I have provided in this application and in addition to this application is true and correct. I understand that I understand giving false or misleading information that may influence decisions about my eligibility for housing and may result in my application being withdrawn.

| | | | | | | |
|---------------------------|----------------------|----------------------|----------|--------------------------------|--------------------------------|--------------------------------|
| Name of applicant/s | <input type="text"/> | <input type="text"/> | Date | <input type="text" value="/"/> | <input type="text" value="/"/> | <input type="text" value="/"/> |
| Signed by the applicant/s | <input type="text"/> | <input type="text"/> | Date | <input type="text" value="/"/> | <input type="text" value="/"/> | <input type="text" value="/"/> |
| Full name of witness | <input type="text"/> | | Position | <input type="text"/> | | |
| Signature | <input type="text"/> | | | Date | <input type="text" value="/"/> | <input type="text" value="/"/> |

Note: The signature of each adult referred to in this application is required in the section below.

| | | | | | | |
|------------------|----------------------|----------------------|------|--------------------------------|--------------------------------|--------------------------------|
| Name / Signature | <input type="text"/> | <input type="text"/> | Date | <input type="text" value="/"/> | <input type="text" value="/"/> | <input type="text" value="/"/> |
| Name / Signature | <input type="text"/> | <input type="text"/> | Date | <input type="text" value="/"/> | <input type="text" value="/"/> | <input type="text" value="/"/> |
| Name / Signature | <input type="text"/> | <input type="text"/> | Date | <input type="text" value="/"/> | <input type="text" value="/"/> | <input type="text" value="/"/> |
| Name / Signature | <input type="text"/> | <input type="text"/> | Date | <input type="text" value="/"/> | <input type="text" value="/"/> | <input type="text" value="/"/> |

