

AFFORDABLE HOUSING APPLICATION FORM

Application Form Document Checklist

| | |
|-----------------------|--|
| Address applying for: | |
| Date Property Viewed: | |

PERSONAL DETAILS – MAIN APPLICANT

Please tick [✓] the correct box or write in your answer.

Please note that if your application is successful, the main applicant will also be the main leaseholder.

| | | | |
|------------------|--|----------------|---|
| Title: | Mr <input type="checkbox"/> Mrs <input type="checkbox"/> Miss <input type="checkbox"/> Mr <input type="checkbox"/> | Gender: | Male <input type="checkbox"/> Female <input type="checkbox"/> |
| First Name: | | Surname: | |
| Contact Number: | | Date of Birth: | |
| Current Address: | | | |
| Email address: | | | |
| Main Language: | | Interpreter: | Yes <input type="checkbox"/> No <input type="checkbox"/> |

ADDITIONAL OCCUPANTS - PERSONAL DETAILS

Please list any additional occupants who will be living with you including children.

| Full Name | DOB | Relationship to you | Contact Number |
|-----------|-----|---------------------|----------------|
| | | | |
| | | | |
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HOUSING AND INCOME DETAILS

NOTE: You are required to provide details of your accommodation history for the past 2 years

CURRENT HOUSING DETAILS

| | |
|---|--------------|
| Are you a: <input type="checkbox"/> Tenant <input type="checkbox"/> Additional Occupant <input type="checkbox"/> Boarding <input type="checkbox"/> Home Owner | |
| Current Address: | |
| Length of time at current address: | Rent p/w: \$ |
| Name of Landlord/Agent/Reference: | Phone: |

PREVIOUS HOUSING DETAILS

| | |
|--|--------|
| Were you a: <input type="checkbox"/> Tenant <input type="checkbox"/> Additional Occupant <input type="checkbox"/> Boarding <input type="checkbox"/> Home Owner | |
| Previous Address: | |
| Length of time at above address: From | To |
| Name of Landlord/Agent/Reference: | Phone: |

INCOME & ASSET DETAILS

Main Applicant & Additional occupants over 18 years to complete

To be eligible for an Affordable property we will require details of all income earned for the last six weeks. You will be required to submit documentation to support income earned including: Pay slips, Centrelink income statements, earnings advice from accountant (if self-employed) etc.

| Type of Income | Gross amount per week | | | |
|---|-----------------------|--------------|--------------|----------------|
| | Main Applicant | Occupant One | Occupant Two | Occupant Three |
| Employment: | \$ | \$ | \$ | \$ |
| Centrelink (incl. Rent Assistance): | \$ | \$ | \$ | \$ |
| Child Support: | \$ | \$ | \$ | \$ |
| Workers Comp/ Super/Investment Interest: | \$ | \$ | \$ | \$ |
| Other (Please specify): | \$ | \$ | \$ | \$ |

Does anyone own a property? Yes No

Does anyone have assets that give you or your family income? Yes No

Does anyone have assets other than household goods, and a car? Yes No

CURRENT EMPLOYMENT DETAILS

Main Applicant & Additional occupants over 18 years to complete

| | | | |
|----------------------------|--|------------------------------|--|
| Main Applicant Name: | | | |
| Employer: | | Occupation | |
| Employer's Address: | | | |
| Supervisor's Name: | | Supervisor's Position Title: | |
| Contact Number: | | Length of Employment: | |
| Date Employment Commenced: | | Employment Status: | |

| | | | |
|----------------------------|--|------------------------------|--|
| Occupant One Name: | | | |
| Employer: | | Occupation | |
| Employer's Address: | | | |
| Supervisor's Name: | | Supervisor's Position Title: | |
| Contact Number: | | Length of Employment: | |
| Date Employment Commenced: | | Employment Status: | |

| | | | |
|----------------------------|--|------------------------------|--|
| Occupant Two Name: | | | |
| Employer: | | Occupation | |
| Employer's Address: | | | |
| Supervisor's Name: | | Supervisor's Position Title: | |
| Contact Number: | | Length of Employment: | |
| Date Employment Commenced: | | Employment Status: | |

| | | | |
|----------------------------|--|------------------------------|--|
| Occupant Three Name: | | | |
| Employer: | | Occupation | |
| Employer's Address: | | | |
| Supervisor's Name: | | Supervisor's Position Title: | |
| Contact Number: | | Length of Employment: | |
| Date Employment Commenced: | | Employment Status: | |

EMERGENCY CONTACT

We may contact this person in the case of an emergency.

| | |
|---------------|----------------------|
| Name: | Relationship to you: |
| Phone Number: | Email: |
| Address: | |

SUPPORTING EVIDENCE CHECKLIST

Please ensure the following items are checked off and attached to your application

- Proof of Identification (Primary and Secondary)**
This must include photo identification as well as Medicare card, bank card, birth certificate etc.
- Wages (all applicants over 18 years)**
Please provide three recent payslips
- Current Centrelink Statement (all applicants over 18 years)**
Please include Centrelink income statements for the last six weeks. (If applicable)
- Child Support Statement**
Please include a statement from the child support agency for the last six weeks (if applicable)
- Other Income - Superannuation / Dividends / Interest / Scholarships / Stipends**
Please include remittance for the last 12 months
- Self Employed**
Please provide your most recent tax return. We may require additional information and will contact you to discuss further.
- Phone, Gas or Electricity Bill**
Please include a recent bill from a utility company
- Bank Statement**
Please include a minimum of six weeks transaction history

ELIGIBILITY CHECK

To be eligible for the Affordable Housing program your **GROSS HOUSEHOLD INCOME** must not exceed the **Maximum threshold** listed in the 'moderate' column in the below table

| Household members | Gross annual household income | | |
|--|----------------------------------|----------------------------------|----------------------------------|
| | Very low | Low | Moderate |
| Sydney | | | |
| Single adult | \$28,300 | \$45,200 | \$67,800 |
| Each additional adult (18 years or over) | Add \$14,200 to the income limit | Add \$22,600 to the income limit | Add \$33,900 to the income limit |
| Each additional child (under 18 years) | Add \$8,500 | Add \$13,600 | Add \$20,300 |
| New South Wales | | | |
| Single adult | \$25,100 | \$40,200 | \$60,200 |
| Each additional adult (18 years or over) | Add \$12,600 to the income limit | Add \$20,100 to the income limit | Add \$30,100 to the income limit |
| Each additional child (under 18 years) | Add \$7,500 | Add \$12,100 | Add \$18,100 |

DECLARATION

Please ensure that you read and understand the following before signing.

- I hereby offer to lease the property from the owner under a lease to be prepared by Compass Housing Services.
- I acknowledge that I will be required to pay a rental bond and two weeks rent in advance prior to signing my lease agreement.
- I acknowledge that this application will not be processed if the required information is not completed and provided in its entirety
- I acknowledge that this application is subject to the approval of Compass Housing Services
- I acknowledge that if my application is found to be ineligible for the Affordable Housing Program, this application together with attachments will be destroyed immediately
- I declare that all information contained in this application is true and correct and given by my own free will
- I declare that I am not bankrupt or in debt to any landlord/agent
- I declare that no occupant included in this application or I do have a debt with Housing NSW, Compass Housing Services, or any other community housing provider

| | |
|---------------------------|--|
| Main Applicant Name: | |
| Main Applicant Signature: | |
| Date: | |

FURTHER INFORMATION:

For more information in relation to the Affordable Housing Guidelines please visit:

<https://www.facs.nsw.gov.au/providers/housing/affordable/about>

For more information about Compass Housing Services please visit:

<https://www.compasshousing.org/>

For more information about Compass Housing Services vacancies or available properties please visit:

<https://www.compasshousing.org/AffordableHousingVacancies>