



Centre for Affordable Housing Application Form

Application Form Document Check List

Please ensure that you have included the following information when returning your housing application for all household members aged 18+:

- Signed Application form**
Please make sure that the application and privacy disclosure has been signed
- TICA Privacy Disclosure Form**
Completed and signed by main applicant and any additional household members aged 18 and over
- Identification (Primary and Secondary)**
This must include photo identification as well as Medicare card, bank card, birth certificate etc.
- Centrelink Statement**
Please include income statements from Centrelink for the last 12 months (if applicable)
- Child Support Statement**
Please include a statement from the child support agency for the last 12 months (if applicable)
- Pay slips**
Please include pay slips for the last 12 months from your employer
- Phone, Gas or Electricity Bill**
Please include a recent bill from a utility company
- Bank Statement**
Please include a minimum of 3 months transaction history

Please note: incomplete applications will not be accepted. Please ensure all pages are signed where required, and all required documents as outlined on page 1 are provided for all household members aged 18+.

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"/>
Family name			
Given Names			
Home address			
Postal address			
Day time phone number			
Mobile number			
Evening phone number			
Date of birth			
Email address			

Do you need an interpreter: for spoken English?

For written English?

What is your first language? _____

Address of property you are applying for:

What lease term would you be willing to commit to?

When would you like to commence the lease?

_____/_____/20____

HOUSING REQUIREMENTS

Please describe your housing requirements in the table below; e.g. if you require ground floor accommodation, struggle with stairs, require a yard etc. Please only list requirements, not preferences, to ensure the property you are applying for is suitable.

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: Tenant Additional Occupant Boarding Home Owner

Current Address:

Length of time at current address:

Rent p/w: \$

Reason for leaving:

Name of Landlord/Agent:

Phone:

PREVIOUS HOUSING DETAILS

Previous Address:		
Length of time at above address: From	To	Rent p/w: \$
Name of Landlord/Agent:		Phone:
Was Bond refunded in full?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
If No, please specify reasons why:		

INCOME DETAILS

In order to be eligible for a CFAH property we will require details of all income earned for the last 12 months. 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 [before tax] per fortnight
Other employment	\$
Centrelink	\$
Child Support	\$
Superannuation Payments	\$
Interest from investments	\$
Other (please specify):	\$

Do you or any of your family on this application own property Yes No

Own assets that give you or your family income Yes No

Own other assets other than household goods, and a car Yes No

CURRENT EMPLOYMENT DETAILS

You are required to provide your employment details for the last 12 months. Please complete if your current employment commenced less than 12 months ago

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

PREVIOUS EMPLOYMENT DETAILS

If your current employment commenced less than 12 months ago, you are required to provide your previous employment details

Occupation:	Employer:
Employer's Address:	
Supervisor's Name:	Supervisor's Position Title:
Contact Number:	Length of Employment:
Date Employment Commenced:	Date Employment Ceased:

PET INFORMATION

Will there be a pet/pets living with you?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
If yes, please provide the following information for your first pet:		
Sex:	Age:	Breed:
Registration Number:		Name:
Please provide the following information for your second pet (if applicable):		
Sex:	Age:	Breed:
Registration Number:		Name:

NEXT OF KIN

Please provide contact information for a person not on this application who we may contact in case of an emergency.

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

REFERENCES

Please provide a personal reference (not related to you)

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

ADDITIONAL OCCUPANTS - PERSONAL DETAILS

Please list any additional occupants who will be living with you including children. If there is more than 1 additional occupant aged 18+, please complete an 'Additional Occupants Form' for additional adults.

Full Name	DOB	Relationship to Main Applicant	Contact Number

HOUSING AND INCOME DETAILS FOR ADDITIONAL OCCUPANTS (18 years+)

Note: You are required to provide details of any additional occupants' accommodation history for the past 2 years and their income information.

CURRENT HOUSING DETAILS

Are they 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: \$
Reason for leaving:	
Name of Landlord/Agent:	Phone:

PREVIOUS HOUSING DETAILS

Previous Address:		
Length of time at above address: From	To	Rent p/w: \$
Name of Landlord/Agent:	Phone:	
Was Bond refunded in full?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
If No, please specify reasons why:		

INCOME DETAILS

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.

Name	Type of Income	Gross [before tax] per fortnight
Wages		\$
Centrelink		\$
Child Support		\$
Superannuation Payments		\$
Interest from investments		\$
		\$

Do you or any of your family own property Yes No

Own assets that give you or your family income Yes No

Own other assets other than household goods, and a car. Yes No

CURRENT EMPLOYMENT DETAILS

You are required to provide your employment details for the last 12 months.

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

PREVIOUS EMPLOYMENT DETAILS

If your current employment commenced less than 12 months ago, you are required to provide your previous employment details

Occupation:	Employer:
Employer's Address:	
Supervisor's Name:	Supervisor's Position Title:
Contact Number:	Length of Employment:
Date Employment Commenced:	Date Employment Ceased:

Is there any other information you would like to provide in support of your request for housing? (If so please attach supporting documentation)

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 trading as My Place Property. I acknowledge that I will be required to pay a bond and two weeks rent in advance upon 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
- This application is subject to the approval of Compass Housing Services trading as My Place Property
- Offers of accommodation are subject to property availability
- If the applicant is found to be ineligible for the CFAH 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 am not bankrupt or in debt to any landlord/agent
- I do not owe any money to Housing NSW, Compass Housing Services, Compass Housing Services trading as My Place Property, or any other community housing provider

Signature of Applicant

Date

Signature of Additional Occupant 1

Date

PRIVACY POLICY

The *Privacy Act 1988* (Cth) (the Act) allows certain information about the Applicant referred to in this Application to be collected, used and disclosed for the purpose for which it was collected, and otherwise in accordance with the Act. This Privacy Policy only applies to the extent the Agent collects, uses, and discloses personal information.

Compass Housing Services Co Ltd trading as MyPlace Property may amend, or amend and restate, this Privacy Policy from time to time and may subsequently notify the Applicant of any changes to this Privacy Policy by written notification to the Applicant. Personal Information may be collected and stored during each of the application, assessment and processing stage.

The personal information the Applicant provides in this Application or collected from other sources is necessary for the Agent to:

(a) Identify and verify the Applicants' identity; (b) process and assess the Application; (c) assess the Applicants' ability to meet their financial and other obligations under the Residential Tenancy Agreement; (d) make recommendations to the Landlord; (e) manage the tenancy for the Landlord; (f) liaise and exchange information with the Applicant, and the Agent's or Applicant's legal and other advisors including support workers in relation to or in connection with the Residential Tenancy Agreement; (g) comply with any applicable law; and (h) comply with any dispute resolution process. If the personal information is not provided by the Applicant, the Agent may not be able to carry out the steps described above and may therefore not be able to process the Application.

Personal information collected about the Applicant in connection with this Application and, if successful, the tenancy may be disclosed by the Agent for the purpose for which it was collected to other parties including to the Landlord, the Landlord's mortgagee or head-lessor (in either case, if any), referees, other agents, Courts, tribunals responsible for residential tenancy matters, third party operators of tenancy databases, and any other third parties instructed by the Applicant.

Information held by the tenancy databases may also be requested by and disclosed to the Agent and/or the Landlord. If the Applicant enters into a Residential Tenancy Agreement, and if the Applicant (as tenant) fails to comply with their obligations under that agreement, that fact and other relevant personal information collected about the Applicant (as Applicant or as tenant) may also be disclosed to the Landlord, third party operators of tenancy databases, other agents, Courts and tribunals responsible for residential tenancy matters.

The Applicant has the right to request access to any personal information held by the Agent which relates to them, unless the Agent is permitted by law (including the Act) to withhold that information. Any requests for access to the Applicant's personal information should be made in writing to the Agent at the contact details included in this Application. The Agent may charge a reasonable fee where access to personal information is provided (no fee may be charged for making an application to access personal information). The Applicant has the right to request the correction

of any personal information which relates to the Applicant that is inaccurate, incomplete or out-of-date.

The agent will take reasonable precautions to protect the personal information it holds in relation to the Applicant from misuse, loss, and unauthorised access, modification or disclosure.

By signing this Application, the Applicant acknowledges that it has read, understands and accepts the terms of this Privacy Policy and the permissions to collect, use and disclose personal information, and the Applicant authorises the Agent to collect, use and disclose, in accordance with the Act, their personal information for the purposes specified in this Privacy Policy.

NOTICE TO PROSPECTIVE TENANTS

The availability of telephones lines; internet services; analogue, digital or cable television (and the adequacy of such services); are the sole responsibility of the tenant(s) and tenants should make their own enquiries as to the availability and adequacy of such services before accepting the tenancy of the property. The landlord does not warrant that any telephone plugs, antenna sockets or other such service points located in the property are serviceable, or will otherwise meet the requirements of the tenants, and tenants must rely upon their own enquiries.

I, the applicant, hereby agree:

- The above information is true and correct
- I understand that Compass Housing Services trading as My Place Property will conduct employment, housing and personal reference checks based on the information I and any additional occupants have provided in this application
- I am financially able to meet all the commitments under the Residential Tenancy Act
- I, and any listed additional occupants, have not been declared bankrupt
- My application may be processed and checked through TICA (Tenancy Information Control Centre Australia) and TRA (Trading Reference Australia) as well any previous agents/landlords supplied
- I have provided proof of all gross household income received for the 12 months prior to the property availability date
- I accept the property applied for in its current condition, and this property meets all of mine and my household's requirements

Signature of Applicant: _____

Date: _____

Signature of Additional Occupant 1: _____

Date: _____



PUBLIC ENQUIRY DEPARTMENT

P.O. BOX 120
CONCORD NSW 2137

TEL: 190 222 0346
Calls charged at \$5.45 per minute, higher from mobile and payphones
ABN: 84 087 400 379

TICA Privacy Disclosure Form

This form provides information about how your personal information, as required by the National Privacy Principles in the Privacy Act 1988, and seeks your consent to disclosures to the TICA Group of companies (TICA) in specified circumstances. If you do not consent to the disclosure of your personal information to TICA we can not process your application. As a professional asset manager we collect personal information about you. The information we collect can be accessed by you by contacting our office.

Primary Purpose:

Before a tenancy is accepted we collect your information to assess the risk to our clients in providing you with a property you have requested to rent and if considered acceptable provide you with a tenancy for the property. In order to assess your application we disclose your personal information to: The Lessor / Owners for approval or rejection of your application, TICA Default Tenancy Control Pty Ltd and TICA Assist Pty Ltd to assess the risk to our clients and verify the details provided in your tenancy application, Referees to validate information supplied in your application and Other Real Estate Agents to assess the risk to our clients

The Agent may also take into account any information that is disclosed to us by TICA relating to attempts by Debt Collection Agencies, Credit Providers and related person to contact or locate you.

Secondary Purpose:

During and after the tenancy we may disclose your personal information to: Trades people to contact you for repairs and maintenance of the property, Tribunals or Courts having jurisdiction seeking orders or remedies, Debt Collection Agencies and affiliated industries, TICA Default Tenancy Control Pty Ltd to record details of your tenancy history, Lessors / Owners insurer in the event of an insurance claim and Future rental references to other asset managers / owners.

In the event of a successful tenancy application the applicant's personal information maybe recorded in the Agent's TICA Virtual Manager System, which will allow the Agent to be advised of any future tenancy applications you make. Information regarding our data deletion practices can be advised should you wish. The TICA Virtual Manager program will monitor your tenancy applications as part of our Risk Management procedures to protect our landlord's exposure. The monitoring of your tenancy applications is not a listing on the TICA Tenancy History database. This information is information that would be available to the Agent on a truthfully completed tenancy application form.

TICA Statement

As the TICA Group may collect personal information about you, the following information about the TICA Group is provided in accordance with the National Privacy Principles in the Privacy Act 1988. TICA Default Tenancy Control Pty Ltd (ABN 84 087 400 379) is a tenancy database that records tenants personal information from its members including tenancy application inquiries and tenancy history. TICA Assist Pty Ltd (ABN 28137 488 503) is a database company that records information from mercantile agents and associated industries. In accordance with the National Privacy Principles you are entitled to have access to any personal information that we may hold on any of our databases. To obtain your information from the TICA Group proof of identity will be required and can be made by mail to: TICA Public Inquiries PO BOX 120, CONCORD NSW 2137 a fee of \$14.30

TICA Primary Purpose

The TICA Group collects information from its members and provides such information to other members as a risk management system for the purpose of assessing a tenancy application. The TICA Group does not provide any information that it collects to any other individual or organization other than its own group of companies for any other purpose other than assessing a tenancy application or risk management system or locating system other than government departments and or agencies allowed by law to obtain information from the TICA Group.

The personal information that the TICA Group may hold is as follows: Name, date of birth, drivers license number, proof of age card number and or passport number (except Australian) and address at time of making a tenancy application, comments made by a TICA member in relation to your tenancy, which members you rented through and which members you applied to and which members are seeking you.

Signed By the Applicant/s

Name: _____ Signature: _____ Date: _____

Name: _____ Signature: _____ Date: _____

Affordable Housing Guidelines

Tenant Rent Payments and Discounts

1. The Landlord agrees to provide the tenant with a discount on market rent if the tenant's income is in accordance with Affordable Housing Guidelines for rental discount. This amount may increase, based on Current Market Rent being reviewed.
2. In all cases there will be no discount if the tenant does not provide Compass Housing Services with income details when requested.
3. Failure to provide this information is a breach of the tenant's agreement with Compass Housing Services and may lead to Compass Housing Services terminating the lease.
4. Compass Housing Services may determine that premises occupied by the tenant are not fully occupied having regard to the type of premises and the number of people living in the premises.
5. If Compass Housing Services makes the determination of underutilisation, the tenant agrees to accept and move to alternative premises within 30 days of the tenant being notified. Compass Housing Services will attempt to find alternative premises that match the tenant's needs. The tenant will be offered an appropriate number of bedrooms corresponding with the permanent number of residents over ten years of age, assuming that parents will share a bedroom.
6. Compass Housing Services policies permit a person with a disability to be housed in an Affordable property when their wages fall outside nominated income brackets. This is in recognition of people with disabilities having greater difficulty gaining full time employment. Other policies may change from time to time. This occurs when staff take issues to the Allocations Committee and they in turn request the Board of Directors to change a policy. Staff cannot themselves change policies.
7. Income limits are set by Housing NSW and determined that the eligible income for tenancy in Affordable Housing must be under the set guidelines (as reviewed annually- see attached).
8. Eligibility is based on household income limits that are reviewed annually by The Centre of Affordable Housing, Housing NSW. Where a tenant/s income rises above the moderate income eligibility limit, or falls below the very low income limit (as set by The Centre of Affordable

Housing), the tenant/s will be advised of the requirement to relocate. Relocation shall be at the tenants own expense. If the ineligible tenant is unwilling to negotiate or comply with a reasonable exit strategy, Compass Housing Services reserves the right to remove the discount to ineligible tenants.

9. Affordable Market Rents are changed periodically in accordance with the Rental Bond Board's figures. Market rents will reflect CPI adjustments.
10. If an applicant is deemed eligible, your name and details will be entered on our Affordable waiting list and you will be selected for housing when an appropriate property becomes available. Where there is more than one family eligible the selection panel will look at all details supplied by applicants and will consider the length of time the applicant has been waiting.
11. If an applicant is unhappy with the decision made concerning their housing they may within 28 days of the decision being made, write to the Allocations and Appeals Committee giving their reasons for wanting a review of the decision.

WHAT ARE THE INCOME LEVELS FOR CFAH TENANTS?

TABLE 1: MEDIAN HOUSEHOLD INCOME LEVELS BY INCOME BAND

INCOME BANDS	% OF MEDIAN INCOME	ANNUAL INCOME RANGE (SYDNEY ^[1]) 2018-19	ANNUAL INCOME RANGE (REMAINDER OF NSW ^[2]) 2018-19
Very Low	50% median	\$46,700	\$39,700
Low	50% - 80% median	\$74,700	\$63,500
Moderate	80% - 120% median	\$112,100	\$95,200

CALCULATING HOUSEHOLD INCOME BANDS BY HOUSEHOLD SIZE

To determine the Income Band by Household Size, take the following steps:

Step 1: Add up the number of adults (18 years old or over) in the household.

Step 2: Add up the number of children (under 18 years old) in the household.

Step 3: For each adult and child add up the income allowance using the figures in Table 2.

Examples of Income Bands by Household Size are provided below in Tables 3A and 3B.

TABLE 2: HOUSEHOLD INCOME BANDS BY HOUSEHOLD SIZE

Household members	Gross annual household income		
	Very low	Low	Moderate
Sydney			
Single adult	\$26,800	\$42,800	\$64,200
Each additional adult (18 years or over)	Add \$13,400 to the income limit	Add \$21,400 to the income limit	Add \$32,100 to the income limit
Each additional child (under 18 years)	Add \$8,000	Add \$12,800	Add \$19,300
New South Wales			
Single adult	\$23,800	\$38,000	\$57,100
Each additional adult (18 years or over)	Add \$11,900 to the income limit	Add \$19,000 to the income limit	Add \$28,600 to the income limit
Each additional child (under 18 years)	Add \$7,100	Add \$11,400	Add \$17,100

TABLE 3*: HOUSEHOLD INCOME BANDS BY HOUSEHOLD SIZE

For convenience, the information in Table 2 has been extrapolated to provide a quick reference guide to maximum income levels for a range of different household sizes and combinations. Table 3A is for households in the Sydney statistical district (as defined by ABS) while Table 3B is for the rest of NSW.

A: SYDNEY REGION

Household Type	Very Low	Low	Moderate
Single	\$26,800	\$42,800	\$64,200
Single + 1	\$34,800	\$55,600	\$83,500
Single + 2	\$42,800	\$68,400	\$102,800
Single + 3	\$50,800	\$81,200	\$122,100
Single + 4	\$58,800	\$94,000	\$141,400
Couple	\$40,200	\$64,200	\$96,300
Couple + 1	\$48,200	\$77,000	\$115,600
Couple + 2	\$56,200	\$89,800	\$134,900
Couple + 3	\$64,200	\$102,600	\$154,200
Couple + 4	\$72,200	\$115,400	\$173,500

B: REMAINDER OF NEW SOUTH WALES

Household Type	Very Low	Low	Moderate
Single	\$23,800	\$38,000	\$57,100
Single + 1	\$30,900	\$49,400	\$74,200
Single + 2	\$38,000	\$60,800	\$91,300
Single + 3	\$45,100	\$72,200	\$108,400
Single + 4	\$52,200	\$83,600	\$125,500
Couple	\$35,700	\$57,000	\$85,700
Couple + 1	\$42,800	\$68,400	\$102,800
Couple + 2	\$49,900	\$79,800	\$119,900
Couple + 3	\$57,000	\$91,200	\$137,000
Couple + 4	\$64,100	\$102,600	\$154,100

Ongoing eligibility maximum income limits for tenants of affordable housing

Affordable housing tenants are able to earn 25% over the maximum access income limit and still remain eligible. Ongoing eligibility maximum income limits for NRAS properties, can be located on DSS' NRAS website:

<https://www.dss.gov.au/our-responsibilities/housing-support/programs-services/national-rental-affordability-scheme/national-rental-affordability-scheme-nras-household-income-indexation>

Applicant Declaration

Compass Housing Services, Trading as My Place Property has a number of housing programs for people in different categories. This application is for a property in the Affordable Housing Program. I understand that this program has policies that I have been given copies of and agree not to breach.

- ◆ The Affordable Program aims to create access to affordable housing for households in housing stress who do not meet social housing eligibility criteria; or who would be unlikely to be allocated social housing in the short term.
- ◆ Support households with income growth potential and/or prospective home ownership in the medium term by offering affordable rental housing; and
- ◆ Give public housing applicants and tenants, including those exiting public housing, another choice of housing which may be more suited to their needs.
- ◆ Affordable Housing rents will ensure affordable outcomes for eligible applicants.
- ◆ I/we understand that we need to provide Compass Housing Services with regular income statements to ensure that rent is calculated correctly and that my/our eligibility is maintained. So statements should be provided if your income changes or if Compass Housing Services requests this information.
- ◆ Compass Housing Services must only agree to tenants having a set number of bedrooms ie. A single bedroom for each child of secondary school age, children below this age can share. Parents are expected to share a room. Because Affordable housing is subsidised we cannot provide 'spare rooms' that some people may like to have for visitors relatives etc.
- ◆ Compass Housing Services has a Complaints and Appeals policy for all tenants. You need to put your complaint in writing to the Chair of the Complaints Committee and send or deliver it to Compass Housing Services.

I, _____, have read the above information concerning the Affordable Program and agree to abide by the rules of the program.

I, _____, have also read and signed the Compass Housing Services Co Ltd Privacy Authorisation Form, and understand that form must be read and signed in order for this application to be processed. I further acknowledge that each person whose personal information is contained on this form must give their consent to use their personal information by initialling or signing next to where their name appears on this form. Each person who signs this form must have received and read Compass Housing Services Co Ltd's Privacy Policy.

Applicant Signature

Date