

## **Community Housing Application Form**

*Information on this form is confidential and is designed to best identify the housing needs of applicants. You may attach additional documentation that you believe is relevant.*

### **IMPORTANT INFORMATION**

- To be eligible as a Community Housing tenant, applicants must provide evidence that they are listed on the NSW Housing Register.
- All completed Application Forms will be thoroughly assessed and applicants who appear to be eligible will be placed on a Waiting List to be considered for future vacancies.
- Being placed on a Waiting List does not mean that you will eventually be offered housing with Anglicare North Coast. We manage a limited number of properties and usually have several people to choose from for each vacancy that occurs.
- To remain on our waiting list, applicants must respond to our annual request for an update of their circumstances, even if nothing has changed. Applicants will also need to remain listed on the NSW Housing register.
- When a vacancy occurs, interviews are conducted to select the applicant who best meets our selection guidelines.
- A number of factors are taken into account when new tenants are being selected, including who has the greatest housing need, length of time on waiting list and which applicant best suits the property that is available, in terms of size and locational preference.
- If you are requested to attend an interview, you will be required to bring with you proof of income and identification.
- It is important that you complete the Consent Form (page 7 of this form) so that Anglicare North Coast can conduct any necessary background checks.

Please return completed Application Forms to:

Anglicare North Coast Community Housing

5 Wharf St

Maclean NSW 2463

Enquiries: Ph - (02) 6645 1244 Email: [housing@anglicarenc.org.au](mailto:housing@anglicarenc.org.au)

**SECTION 1 – APPLICANTS PERSONAL DETAILS (please print)**

Applicant's surname: \_\_\_\_\_

Given names: \_\_\_\_\_

Current address: \_\_\_\_\_

State: \_\_\_\_\_ Postcode: \_\_\_\_\_

Telephone: \_\_\_\_\_ Mobile: \_\_\_\_\_

Date of Birth: \_\_\_\_\_  Male  Female

**Important- Before you continue:**

Are you registered with NSW Housing?  YES  NO

*Please attach a statement from NSW Housing to confirm your active listing on the NSW Housing Register, and your Application Reference Number. For more information contact NSW Housing on 1300 468 746, or North Coast Community Housing in Grafton on 6642 6244.*

If you do not have an active listing on the NSW Housing Register, you should contact NSW Housing on the above number to organise this before you proceed with this application. We cannot accept applications for people who are not listed on the NSW Housing Register.

**SECTION 2 - DETAILS OF ALL OTHER PERSONS TO BE HOUSED**

Please complete the following information concerning all other persons to be housed under this application (DO NOT include the applicant).

SURNAME	GIVEN NAMES	M/F	DATE OF BIRTH	RELATIONSHIP TO APPLICANT

Are any of the people to be housed pregnant?

YES

NO

If YES:

Name of pregnant household member: \_\_\_\_\_

Expected date of birth: \_\_\_\_\_

### **SECTION 3 - LOCATIONAL PREFERENCE**

Please indicate below which town you would like to be housed in. You may select more than one.

Yamba

Maclean

Murwillumbah

Other: \_\_\_\_\_

Please note that Anglicare North Coast has general Community Housing properties in the listed locations. Other locations may be available depending on your specific circumstances. For more information please contact our office on 6645 1244

**SECTION 4 – HOUSEHOLD NEEDS**

Do any of the persons to be housed have any kind of disability or medical condition that requires a particular location or a special kind of house?

YES       NO

If YES, please give brief details of their disability / medical condition and their special housing requirements.

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**SECTION 5 – ELIGIBILITY**

**5a) General Eligibility**

Please check that you have ticked YES in section 1 to indicate that you are listed on the NSW Housing Register. Note that you will need to provide documentation including an application reference number. This is a condition of eligibility.

Are you either a Permanent Resident or Citizen of Australia?  YES  NO

Are you an Indigenous Australian? *(if yes, please specify below)*  YES  NO

Aboriginal  Torres Strait Islander

Are you currently a resident of NSW?  YES  NO

## 5b) Details of Assets

Do any of the people to be housed own or part own any residential property ?

(eg house, unit, mobile home)  YES  NO

If YES, what type of property is owned and where is it located?

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Do any of the people to be housed own or part own any type of business?

YES  NO

If YES, give brief details, including value of business.

*(NB - Any income derived from this business must be included in Income Details in the following section of this form)*

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## 5c) Income Details

Please note that income details must be provided for all persons who are to be housed. You must include all income, including Centrelink payments, Dept of Veterans Affairs payments, wages and salaries, Foreign Pensions, investment income, Child Support / Maintenance Payments.

Name	Income Source <i>(eg Centrelink, Dept Veterans Affairs)</i>	Type of Payment <i>(eg Disability Pension, Newstart)</i>	Gross Amount per fortnight

## SECTION 6 – CURRENT HOUSING

What type of housing are you currently living in? Please select **one** of the following:

- Emergency or Crisis Housing ( eg Refuge)
- Own Home
- A Dept of Housing property
- A house that is rented in your name
- A house that is rented by another person
- Caravan / mobile home
- Staying with friends
- Living with parents or other relatives
- Other (please state type of housing: \_\_\_\_\_)

Are you required to move out of the property you are currently living in?

YES       NO

If YES, give details of when you are required to move and why you are required to move (eg house being sold, eviction notice received from Landlord etc)

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## SECTION 7 - PREVIOUS HOUSING

Please provide details of properties you have lived in during the past 3 years.

Address of property	Period you lived at this address	Name of Landlord	Telephone number of Landlord

## SECTION 8 – ADDITIONAL INFORMATION

Please indicate below any additional information that you think may be relevant to your application.

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I declare that the information provided by me in this Application Form is accurate at the time of completion.

APPLICANT'S SIGNATURE: \_\_\_\_\_

PRINT NAME: \_\_\_\_\_

DATE: \_\_\_\_\_

**Page 7 - CONSENT INFORMATION**

ANGLICARE North Coast may need to check some of the information provided in this application form and/or your interview. Please indicate if you give permission for ANGLICARE North Coast to contact the following Agencies or people regarding your application for tenancy.

	<u>Contact Name</u>	<u>Telephone</u>	<u>Consent</u>
NSW Department of Housing			Yes / No
Other community housing associations:			Yes / No
Agency which referred you to ANGLICARE:			Yes / No
Agencies providing support to you now:			Yes / No
Agencies providing support to you during the tenancy:			Yes / No
Your Case Manager:			Yes / No
Other			

<p>Previous landlords or agents: Address of property rented:</p> <p>Previous landlords or agents: Address of property rented:</p> <p>Previous landlords or agents: Address of property rented:</p>			
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Signature: \_\_\_\_\_

Printed Name: \_\_\_\_\_

Date: \_\_\_\_\_