

Application for Private rental bond assistance loan

This is an application for a bond assistance loan to assist you to rent a private rental property. The loan, if approved, is provided by the Department of Territory Families, Housing and Communities. Private rental bond assistance provides up to four (4) weeks rent as bond, and an optional two (2) weeks rent in advance.

You can ask someone to help you complete this form such as a friend, relative or supporting agency worker. If you need an interpreter, please let your local Housing office know. The Department can organise help from an interpreter to complete this form.

Kuongea nasi katika lugha nyingine mbali na Kiingereza, pigia simu huduma ya ukalimani kwa 131450
Para falar conosco em outro idioma além do inglês, chame o serviço de intérprete no 131450.
Muốn nói chuyện với chúng tôi bằng các ngôn ngữ khác ngoài tiếng Anh, hãy gọi dịch vụ thông dịch qua điện thoại số 131450.
หากต้องการสนทนากับเราในภาษาอื่นที่ไม่ใช่ภาษาอังกฤษ กรุณาโทรไปที่บริการสามทางโทรศัพท์ หมายเลข 131450
ဖုန်းကိစ္စကပ်စွဲမှုများ ပြီးနောက်ထပ်မံသေချာစေရန်အတွက် နယ်စပ်ဒေသများရှိ နယ်စပ်အဖွဲ့အစည်းများမှ ဖုန်းကိစ္စကပ်စွဲမှုများကို ဖုန်းနံပါတ် 131450 ၏ ဝန်ဆောင်မှုကို တွင် ခေါ်ဆိုပါ။
Untuk berbicara dengan kami dalam bahasa lain yang bukan bahasa Inggris, hubungi layanan juru bahasa telpon di 131 450.
لكي تتمكن من التحدث معنا بلغات غير الإنجليزية، اتصل بخدمة الترجمة الهاتفية على الرقم 131450.

All household members 18 years and over applying for the private rental bond assistance loan must provide copies of their photo identification, bank statements and other supporting documents.

When completing the form, please ensure you:

- read and answer all of the questions carefully
- show your answer with a tick (✓) where there are boxes
- attach any supporting documents
- sign the declaration
- return this application form to your local Housing office; or you may send this via email to the appropriate Housing office below:
 - Darwin - DarwinClientServices.TFHC@nt.gov.au
 - Tennant Creek - TFHC.BarklyHousing@nt.gov.au
 - Katherine - ClientServices.Katherine@nt.gov.au
 - Alice Springs - Clientservices.AliceSprings@nt.gov.au
 - Nhulunbuy - ArnhemRemoteTenancy.tfhc@nt.gov.au

The Department will review your application and check it is complete. The Department will then assess your eligibility for private rental bond assistance.

Incomplete applications or missing documents will delay assessment. The Department will inform you of the outcome of your application in writing.

Please read the Private rental bond assistance fact sheet or contact your local Housing office for more information.

| Office use only | | | |
|------------------|--|-----------------------------------|--|
| Group no | | Previous group no (if applicable) | |
| TRM reference no | | Received by | |

Part A – Private rental bond assistance options

What private rental bond assistance option are you applying for?

- Four (4) weeks rent only; or
 Four (4) weeks rent and two (2) weeks rent in advance

Part B – Applicant 1

Title Mr Mrs Ms Miss Other: Gender Male Female Unspecified

First name(s)

Last name Date of birth / /

Please provide details of any other names, if applicable

Residential address Postcode

Postal address Postcode

Home phone Work phone

Mobile phone Email

Do you identify as Aboriginal or Torres Strait Islander?
 Aboriginal Torres Strait Islander
 Do not identify as Aboriginal or Torres Strait Islander

Have you been diagnosed with a disability? Yes No

Next of kin/alternative contact – please give details of a person we can call to get in contact with you

Full name

Relationship to applicant 1

Home phone Work phone

Mobile phone Email

Income and Asset details – You will need to attach support documents for each source of income and/or assets. Please refer to the checklist located on the last page of this form.

| Source of income | Gross amount (before tax) | Assets | Gross amount (before tax) or estimated current value |
|----------------------|---------------------------|---|--|
| Wages | | Bank account(s) | |
| Pension/allowance | | Fixed term deposits | |
| Self-employment | | Shares investments (includes accessible superannuation funds) | |
| Workers compensation | | Boat/caravan/any other recreational vehicles | |

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| | | | |
|-------|--|---|--|
| Other | | Property and land/any other valuable saleable items | |
|-------|--|---|--|

Part C - Applicant 2 (this may be a partner or other joint applicant)

| | | | |
|-------|---|--------|--|
| Title | <input type="checkbox"/> Mr <input type="checkbox"/> Mrs <input type="checkbox"/> Ms <input type="checkbox"/> Miss <input type="checkbox"/> Other: | Gender | <input type="checkbox"/> Male <input type="checkbox"/> Female <input type="checkbox"/> Unspecified |
|-------|---|--------|--|

| | | | |
|---------------|--|--|--|
| First name(s) | | | |
|---------------|--|--|--|

| | | | |
|-----------|--|---------------|-----|
| Last name | | Date of birth | / / |
|-----------|--|---------------|-----|

| | | | |
|--|--|--|--|
| Please provide details of any other names, if applicable | | | |
|--|--|--|--|

| | | | |
|---------------------|--|----------|--|
| Residential address | | Postcode | |
|---------------------|--|----------|--|

| | | | |
|----------------|--|----------|--|
| Postal address | | Postcode | |
|----------------|--|----------|--|

| | | | |
|------------|--|------------|--|
| Home phone | | Work phone | |
|------------|--|------------|--|

| | | | |
|--------------|--|-------|--|
| Mobile phone | | Email | |
|--------------|--|-------|--|

| | | | |
|--|-------------------------------------|---|--|
| Do you identify as Aboriginal or Torres Strait Islander? | <input type="checkbox"/> Aboriginal | <input type="checkbox"/> Torres Strait Islander | <input type="checkbox"/> Do not identify as Aboriginal or Torres Strait Islander |
|--|-------------------------------------|---|--|

| | | |
|--|------------------------------|-----------------------------|
| Have you been diagnosed with a disability? | <input type="checkbox"/> Yes | <input type="checkbox"/> No |
|--|------------------------------|-----------------------------|

Next of kin/alternative contact - please give details of a person we can call to get in contact with you

| | | | |
|-----------|--|--|--|
| Full name | | | |
|-----------|--|--|--|

| | | | |
|-----------------------------|--|--|--|
| Relationship to applicant 2 | | | |
|-----------------------------|--|--|--|

| | | | |
|------------|--|------------|--|
| Home phone | | Work phone | |
|------------|--|------------|--|

| | | | |
|--------------|--|-------|--|
| Mobile phone | | Email | |
|--------------|--|-------|--|

Income and Asset details - You will need to attach support documents for each applicable income and/or asset. Please refer to the checklist located on the last page of this form.

| Source of income | Gross amount (before tax) | Assets | Gross amount (before tax) or estimated current value |
|----------------------|---------------------------|---|--|
| Wages | | Bank account(s) | |
| Pension/allowance | | Fixed term deposits | |
| Self-employment | | Shares investments (includes accessible superannuation funds) | |
| Workers compensation | | Boat/caravan/any other recreational vehicles | |
| Other | | Property and land/any other valuable saleable items | |

Part D – Household member details

Please provide details of all the people who will be living with you. You do not need to provide details of applicant 1 or 2 again. If you require more space for household members, please write on another piece of paper and attach it to this form.

| Household member | 1 | 2 | 3 |
|---|---|---|---|
| Title | | | |
| First name(s) | | | |
| Surname | | | |
| Relationship to you (e.g. son, daughter) | | | |
| Gender | <input type="checkbox"/> Male <input type="checkbox"/> Female <input type="checkbox"/> Unspecified | <input type="checkbox"/> Male <input type="checkbox"/> Female <input type="checkbox"/> Unspecified | <input type="checkbox"/> Male <input type="checkbox"/> Female <input type="checkbox"/> Unspecified |
| Date of birth | / / | / / | / / |
| Aboriginal | <input type="checkbox"/> Yes <input type="checkbox"/> No | <input type="checkbox"/> Yes <input type="checkbox"/> No | <input type="checkbox"/> Yes <input type="checkbox"/> No |
| Torres Strait Islander | <input type="checkbox"/> Yes <input type="checkbox"/> No | <input type="checkbox"/> Yes <input type="checkbox"/> No | <input type="checkbox"/> Yes <input type="checkbox"/> No |
| Household member | 4 | 5 | 6 |
| Title | | | |
| First name(s) | | | |
| Surname | | | |
| Relationship to you (e.g. son, daughter) | | | |
| Gender | <input type="checkbox"/> Male <input type="checkbox"/> Female <input type="checkbox"/> Unspecified | <input type="checkbox"/> Male <input type="checkbox"/> Female <input type="checkbox"/> Unspecified | <input type="checkbox"/> Male <input type="checkbox"/> Female <input type="checkbox"/> Unspecified |
| Date of birth | / / | / / | / / |
| Aboriginal | <input type="checkbox"/> Yes <input type="checkbox"/> No | <input type="checkbox"/> Yes <input type="checkbox"/> No | <input type="checkbox"/> Yes <input type="checkbox"/> No |
| Torres Strait Islander | <input type="checkbox"/> Yes <input type="checkbox"/> No | <input type="checkbox"/> Yes <input type="checkbox"/> No | <input type="checkbox"/> Yes <input type="checkbox"/> No |

Disclaimer

The Department of Territory Families, Housing and Communities only collects personal information which is reasonably necessary, or related to, its functions and activities. If you do not provide the Department with the requested information, we may not be able to provide you with the services or assistance that you are seeking. The information collected will be handled as outlined in our Privacy Policy, which is available on tfhc.nt.gov.au or can be requested by contacting the Department. By providing your personal information in this form, you consent to the collection, use, storage and disclosure of your personal information as described in our Privacy Policy. You have a right to seek access or correction of any information we hold about you. If you have any queries or concerns about how your personal information is collected and used, please contact the Legal and FOI Unit on (08) 89992602.

Part E - Declaration

I/We: _____ (Full names in BLOCK Letters)

- Understand that I/we may be prosecuted under the *Housing Act 1982* of the Northern Territory should I/we deliberately make a false or misleading statement in this application. Maximum penalty: 100 penalty units.
- Authorise the Department of Territory Families, Housing and Communities staff to confirm any personal and financial background relevant to this application.
- Understand that I/we must advise the Department of Territory Families, Housing and Communities of any changes to my/our circumstances (for example changes in income, contact details, or household size) that may affect this application.

| | | | |
|-----------------------|--|------|-----|
| Applicant 1 signature | | Date | / / |
| Applicant 2 signature | | Date | / / |

Authorisation between joint applicants

Under the *Information Act 2002* (NT), the Department of Territory Families, Housing and Communities cannot supply your personal information to anyone without your consent. If you wish to consent to the release of information to your joint applicant, please complete the authorisation below.

We, _____ (Full names in BLOCK LETTERS)

Consent and authorise the release of personal information as joint applicants.

| | | | |
|-----------------------|--|------|-----|
| Applicant 1 signature | | Date | / / |
| Applicant 2 signature | | Date | / / |

| Checklist | | |
|--------------------------|--|---|
| Document attached | The following are examples of documents you are required to provide to support your application. | Office use only check (Staff to tick as applicable) |
| <input type="checkbox"/> | Proof of identification Pensioner concession card, Medicare card, driver licence, Keypass ID, birth certificate, current passport or citizenship certificate for everyone listed in the application. Photographic identification must be provided for each lease signatory applying for Private rental bond assistance | <input type="checkbox"/> |
| <input type="checkbox"/> | Proof of Northern Territory residency The document must: <ul style="list-style-type: none"> • detail your full name • be no more than a fortnight old at the time of submitting your application • be on official letterhead, remittance advice or provided direct from the relevant authority. | <input type="checkbox"/> |
| <input type="checkbox"/> | Proof of custody for sole parents Legal documents proving custody or a document issued by Centrelink confirming custody arrangements. | <input type="checkbox"/> |
| <input type="checkbox"/> | Proof of marriage or de facto relationship Not required if this documented on your Income Statement issued by Centrelink. | <input type="checkbox"/> |
| <input type="checkbox"/> | Proof of custody/guardianship for dependents other than your own children This can be in the form of receipt of Centrelink Family Tax Benefit, Child Maintenance Payments, and Carers Allowance. | <input type="checkbox"/> |
| <input type="checkbox"/> | Proof of household income Centrelink Income Statements and/or payslips for the past thirteen (13) weeks. | <input type="checkbox"/> |
| <input type="checkbox"/> | Current bank statements Bank statements are required to show at least three (3) months of transactions. | <input type="checkbox"/> |
| <input type="checkbox"/> | Statement of assessable assets Most current valuation certificate or documents | <input type="checkbox"/> |
| <input type="checkbox"/> | Proof of loans against assets Bank statements or loan documents | <input type="checkbox"/> |

Further information

Further information about acceptable support documents can be found on the following fact sheets:

- Proof of Identification
- Proof of Income
- Private rental bond assistance