



ACT

Government

Community Services

Affordable Rental Office

Registration to apply for Affordable Rental Housing in the ACT

Use this form to apply for affordable housing assistance in the ACT.

This includes:

- Affordable housing - where the rent payable is less than the full market rent.

Step 1

Complete the form overleaf.

Print neatly in **BLOCKLETTERS**.

Make sure you answer all relevant questions; otherwise we may have to return the form to you to be completed.

If you need help with the form, ask an officer from the Affordable Rental Office to help you or call 133 427.

If you need help in a language other than English, complete as much of the form as you can. When you lodge your form, the Affordable Rental Office will contact the Telephone Interpreter Service (TIS) to assist.

Step 2

Complete the accompanying forms if you have been employed in the last 26 weeks you may need your employer to complete the Income Statement from Employer before you lodge this form.

If you receive payments from Centrelink or the Family Assistance Office, you must provide Prove Of Income.

Step 3

Make sure you have all the required documents.

Please see the 'Affordable Rental Scheme' Fact Sheet and the Supporting Documentation Checklist.

Step 4

Lodge your application at Gateway Services or call 6207 1150 or ask a staff member.

Alternatively you can post your completed form and all the required documents to:

Affordable Rental Office

Locked Bag 3000

Belconnen ACT 2616

Accessibility

The ACT Government is committed to making its information, services, events and venues, accessible to as many people as possible.

If you have difficulty reading a standard printed document and would like to receive this publication in an **alternative format** – such as large print or audio – please telephone **(02) 6205 0619**.

If English is not your first language and you require the **translating and interpreting services** – please telephone **131 450**.

If you are deaf or hearing impaired and require the **TTY typewriter service** – please telephone **(02) 6205 0888**.

Personal details

Applicant 1

Applicant 2

1 Title Mr Mrs Ms Miss Dr Mr Mrs Ms Miss Dr

2 Your full name

3 Date of birth / / Sex

4 Current Address
 Postcode

5 Postal address
 Postcode

6 Your contact details (H)
Email address (W)
(M)
(E)

7 What is your relationship to the other applicant named on this form? (if applicable)

8 Are you a permanent resident of Australia?
Yes No Are you currently a sponsored migrant to Australia?
No Yes ► Please attach evidence

9 Have you lived in the ACT for more than six months?
Yes ► Please attach evidence
No (if No you may not be eligible for Affordable Housing Assistance. Please speak to an Affordable Housing Officer if you are unsure).

10 Do you have a current application for housing assistance?
No Yes ► What name is the application in?

11 These questions are optional and will be used for statistical purposes only
Are you of Aboriginal or Torres Strait Islander origin?
No Yes - Aboriginal
Yes - Both Yes - Torres Strait Islander

12 Do you require an interpreter No
Yes If yes what language

13 Do you speak another language at home other than English?
No, English only Yes, Italian Yes, Greek Yes, Cantonese Yes, Arabic Yes, Vietnamese
Yes, Mandarin Yes, Spanish Yes, If other please specify

14 Provide details of someone we can contact if we are unable to contact you (Emergency or Third party contact)

If possible, please list someone who lives in the ACT. Please provide a Name, Address and a contact number

Post code

15 Indicate your Housing requirements

(Please attach evidence)

- Location - see property allocations zone map
- Disabled modifications
- Other

Other Residents

16 Will any other people live in the property with you permanently (including children)?

No Yes ► Give details below

Please provide evidence to confirm ongoing child contact arrangements.

(ie. family court orders, care and protection advice, separate parental agreement etc.)

Full name	Date of birth	Relationship	ID provided	Contact	Proof of Contact
			No <input type="checkbox"/> Yes <input type="checkbox"/>	No <input type="checkbox"/> Yes <input type="checkbox"/>	No <input type="checkbox"/> Yes <input type="checkbox"/>
			No <input type="checkbox"/> Yes <input type="checkbox"/>	No <input type="checkbox"/> Yes <input type="checkbox"/>	No <input type="checkbox"/> Yes <input type="checkbox"/>
			No <input type="checkbox"/> Yes <input type="checkbox"/>	No <input type="checkbox"/> Yes <input type="checkbox"/>	No <input type="checkbox"/> Yes <input type="checkbox"/>
			No <input type="checkbox"/> Yes <input type="checkbox"/>	No <input type="checkbox"/> Yes <input type="checkbox"/>	No <input type="checkbox"/> Yes <input type="checkbox"/>
			No <input type="checkbox"/> Yes <input type="checkbox"/>	No <input type="checkbox"/> Yes <input type="checkbox"/>	No <input type="checkbox"/> Yes <input type="checkbox"/>
			No <input type="checkbox"/> Yes <input type="checkbox"/>	No <input type="checkbox"/> Yes <input type="checkbox"/>	No <input type="checkbox"/> Yes <input type="checkbox"/>

Income

Applicant 1

Applicant 2

17 Do you currently receive Centrelink or Family Assistance Office benefits?

No
 Yes ► Please provide a Centrelink Income Statement for Housing Authorities

No
 Yes ► Please provide a Centrelink Income Statement for Housing Authorities

18 Are you currently employed?

No
 Yes ► Please complete the Income Statement from Employer on page 9 or provide payslips for the last 26 weeks when lodge this form.

No
 Yes ► Please complete the Income Statement from Employer on page 9 or provide payslips for the last 26 weeks when lodge this form.

19 What is your gross income? (ie before tax)?
 Include wages and pension payments

Per week \$ OR Per fortnight \$

Per week \$ OR Per fortnight \$

20 Do you receive any other income (e.g. overseas pension, interest on bank accounts, child support payments)?

No
 Yes ► How much do you receive?
 Per week \$ OR Per fortnight \$

No
 Yes ► How much do you receive?
 Per week \$ OR Per fortnight \$

Assets

Applicant 1

Applicant 2

21 Do you have any bank, building society or credit union accounts?

No
Yes

▶ How many do you have?

Please attach the documents outlined in the Affordable Housing Fact Sheet — Acceptable Forms of Bank Statements

No
Yes

▶ How many do you have?

Please attach the documents outlined in the Affordable Housing Fact Sheet — Acceptable Forms of Bank Statements

22 Do you have any investments such as shares or bonds?

No
Yes

▶ Please attach evidence of your investments

No
Yes

▶ Please attach evidence of your investments

23 Do you own any cars or other vehicles, including boats, caravans etc?

No
Yes

▶ Give details

Type (e.g. car)	Value
<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>

No
Yes

▶ Give details

Type (e.g. car)	Value
<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>

24 Do you own or hold an interest in any residential or business property in Australia?

No
Yes

▶ Give details and attach evidence of ownership of the property

Name of owner(s)

Address of the property

<input type="text"/>	<input type="text"/>
<input type="text"/>	Postcode

No
Yes

▶ Give details and attach evidence of ownership of the property

Name of owner(s)

Address of the property

<input type="text"/>	<input type="text"/>
<input type="text"/>	Postcode

25 Do you have any other assets not already listed on this form?

Do not include personal possessions, furniture, tools of trade etc.

No
Yes

▶ Give details and attach evidence of the value of each asset

Type of asset	Value
<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>

No
Yes

▶ Give details and attach evidence of the value of each asset

Type of asset	Value
<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>

26 Has 100 points been provided for each applicant?
(Please see attached checklist)

Applicant 1
No
Yes

Applicant 2
No
Yes

Assistance with this form

27 Did either applicant receive assistance to complete this form?

No ▶ Go to Declaration by applicant(s) below?

Yes ▶ Which applicant was assisted?

Applicant 1 Applicant 2

The person who helped will need to complete the Declaration at 36 below

28 Declaration by person assisting or completing this form on behalf of the applicants(s)

- I have filled in this form on the basis of the information the applicants(s) provided me.
- I have read out the form and the answers to the applicant(s) who seemed to understand them.
- I understand there are penalties for giving false or misleading information

Signature of person who assisted

Full name
Date

Personal Information and Privacy Notice

The information you provide will be treated confidentially and used to assess your application for affordable housing and for statistical purposes. For these purposes it may be necessary to disclose your information to members of a panel, anybody hearing an appeal in relation to your application, agencies or an organisation with which you have signed a current 'Consent to Exchange and Release Information' form, as well as any community housing providers that currently provide you with housing and/or support services, or may do so in future. In addition, we may disclose your information when required or authorised by or under law. You will have access to any information you have provided to ensure that it is still accurate, and you will be allowed to correct it if necessary.

If this form requires you to include information about other members of your household, you should draw their attention, or the attention of their guardian, to this notice so that they are aware that information about them will be disclosed and used as described above.

Declaration by applicant(s)

I understand:

- The instructions given on this form and note the Personal Information and Privacy Notice above;
- This form will be used to register my application for affordable housing, provided I am eligible for it;
- That I may become ineligible for affordable housing if changes occur to any of my, or members of my household's circumstances, and/or incomes and/or assets detailed in this application.

I declare:

- That the information given in this application is complete and correct;
- That I have provided all of the required documents as shown in the Document Checklist;
- That I have shown the Personal Information and Privacy Notice above to any member of the household whose personal information is included in this form, or their guardian.

I acknowledge that a tenancy of a dwelling under the ARO does not entitle applicants 1 or 2 to Social Housing or entitlements under the public rental housing assistance program including eligibility for rental rebate.

28 Declaration by applicant(s)

Please note that there are legal penalties for deliberately giving false or misleading information.

Declaration by applicant(s)

Signature of
Applicant 1

Date

Signature of
Applicant 2

Date



Income Statement from Employer

If you have been employed in the last 26 weeks either:

- Your employer must complete this form, or
- You can provide payslips for the last 26 weeks.

If you need more than one form, contact the Affordable Rental Office on

133 427 or print a copy from the website at www.dhcs.act.gov.au

1 Employee's name

2 Employee's present address

	Postcode
<input style="width: 100%; height: 100%;" type="text"/>	
	Postcode

4 When did the employee start work with the organisation?

/ /

What is the gross amount the employee earned in the last 26 weeks (including overtime, regular allowances and penalties)?

6 Has the employee worked any overtime in the last 26 weeks?

No

Yes

Give the following details

Weekending	No. of hours of overtime	Payment for overtime
/ /		\$
/ /		\$
/ /		\$
/ /		\$
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7 Employer's details

Name

Phone

Position

Signature

Date

Company seal or stamp

\$

