

**HERS North side Office**

First Floor - Suite 6, Mango Hill Marketplace  
 1-21 Halpine Drive, Mango Hill QLD 4509  
 Ph: 07 3106 5680 Fax: 07 3169 2508  
 Email: rentals@nahc.org.au

**HERS South side Office**

Shop 12, 48 Browns Plains Rd, Browns Plains QLD 4518  
 Ph: 07 3128 2080  
 Fax: 07 3169 2508  
 Email: propertyadmin@nahc.org.au

# HERS APPLICATION

Home Equity Rental Services Ltd

**APPLICANTS****NAME :****ADDRESS****APPLYING FOR:**

### Personal Information Collection Notice and Request for Consent (Tenants)

The Home Equity Rental Services (**HERS**) is a not-for-profit company that manages the dwelling that you are applying to rent under the National Rental Affordability Scheme. As the property manager, HERS requires certain personal information in order to verify your identity, to process and evaluate your application and to manage the tenancy effectively and in accordance with all relevant legislation (including NRAS legislation). HERS collects personal (and potentially sensitive) information directly from you and may also collect this information from third parties where it is unreasonable or impracticable to collect it directly from you, including your previous property managers and/or landlords, your current and previous employers, financial and educational institutions, the personal referees you have provided and any tenancy default database (including TICA), which may contain personal or sensitive information about you. If this information is not collected, HERS may not be able to process the application or effectively manage the tenancy.

Your personal information may be disclosed, for the purpose for which it was collected, to other parties including the owner/lessor of the NRAS dwelling, your personal referees, other agents of HERS (including contractors), government agencies, regulatory and judicial officials and bodies, and third party operators of tenancy references databases. Your personal information may be disclosed regardless of whether your application is successful and for reasons arising before, during or after a tenancy. If the owner of the dwelling for which you have applied resides overseas (in China, India, Indonesia or South Africa), your personal information may be shared with that overseas recipient and disclosed to that particular country.

You have the right to access your personal information held by HERS by contacting HERS's Privacy Officer at 07 3169 2511 or [privacy@nahc.org.au](mailto:privacy@nahc.org.au). You can also contact the Privacy Officer to correct your personal information or complain about a breach of the Privacy Act. HERS will investigate any complaint and will notify you of its determination in a reasonable time after the complaint is made.

Due to this application being in connection with the National Rental Affordability Scheme, should this application be successful and you become a tenant of an NRAS dwelling, limited demographic information will be collected and submitted to various Commonwealth and State authorities as part of the reporting requirements of the Scheme. A separate notice and consent form for these purposes will be provided in the event you become the tenant of an NRAS dwelling.

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**Privacy Consent**

I, the prospective tenant, acknowledge that I have read the above Personal Information Collection Notice and HERS's Privacy Policy. I consent to HERS's collection and disclosure of my personal information as set forth above and in HERS's Privacy Policy.

\_\_\_\_\_  
Signature\_\_\_\_\_  
Date\_\_\_\_\_  
Name (Printed)

**PLEASE NOTE WE WILL NOT BE ABLE TO PROCESS THIS APPLICATION IF  
 NOT SIGNED WHERE APPLICABLE**

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<b>APPLICANTS NAME:</b>	<b>Address Applying for:</b>
I APPLY FOR TENANCY FOR A PERIOD OF _____ MONTHS, AT A RENTAL OF \$ _____ PER WEEK,	
COMMENCING ON                    /                    /	

**Please read prior to completing your Application. If your application is not filled in correctly it will not be processed and you may miss out on the property.**

- One Application is to be completed per person over the age of 18.
- Applicants must inspect the inside of the property prior to being approved.
- This Application cannot be processed until it is completed including copies of supporting documents attached as required for 100 Points Identification Check and Proof of Income.

**1. Identification**

We require **100 points** of identification as per the options list below.

- |  |                           |
|--|---------------------------|
| • Drivers Licence, Passport or 18+ Card  | <b>40 points per item</b> |
| • Copy of Birth Certificate or other photo ID  | <b>30 points per item</b> |
| • Copy of ATM Card, Credit Card, pension card, Medicare card, Phone/Electricity or Gas Account | <b>10 points per item</b> |

**2. Proof of Income - to include gross annual income (before tax) for the 12 months prior to the date of application.**

**Please also supply copies of the below for income assessment**

- Previous Tax Assessment Notice; and
- Three (3) previous payslips (if applicable); and
- Centrelink Income Statement (if applicable); and
- Child Support Assessment Notice (if applicable)
- PAYG statement
- Bank Statement, or if self-employed – tax returns and business registration.

**How long does it take to process an Application?** 7 – 9 days.

If the Application is approved, within 24 hours of acceptance, the General Tenancy Agreement is to be signed by all approved lease holders and an amount, equal to 2 weeks rent is to be paid by Direct Deposit, Money Order or Bank Cheque.

**We are strictly a cash free office.**

Holding deposit, bond and rent payments must be paid using the DEFT reference number you will be supplied direct deposit. Under no circumstances will personal cheques be accepted as a form of payment.

**Applicant Checklist - Before I submit this Application, I have ...**

- Proof of NRAS approval – a copy of the approved documentation issued by the Department of Communities

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- Attached photocopies of documents to meet 100 or more points of ID which include mandatory documents

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- Inspected the Property

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- Completed the Application form **fully**, including the Privacy Disclosure Statement & Annual Household Declaration Form

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- Completed the Pet Application & Agreement form if pets are to reside at the Property

**APPLICANT ACKNOWLEDGEMENT**

In accordance with Section 58 of the Residential Tenancies and Rooming Accommodation Act 2008, I confirm that prior to submitting this application to Place for consideration, I have been given a form 18a General Tenancy Agreement including all standard terms and any special terms.

Applicants Signature: \_\_\_\_\_

Applicants Name: \_\_\_\_\_

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

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**Applicant's Details**

Name \_\_\_\_\_ Address \_\_\_\_\_  
 Date of Birth \_\_\_\_\_ Place of Birth \_\_\_\_\_  
 Drivers Licence No. \_\_\_\_\_ Expiry \_\_\_\_\_ Passport No. \_\_\_\_\_ Expiry \_\_\_\_\_  
 Home  Mobile  Business  
 Email \_\_\_\_\_

**Australian Citizen**

Yes  No: Refer to copies of Passport and Visa attached Visa Expiry Date \_\_\_\_\_

**Current Tenancy Details if applicable**

Rent per week \$ \_\_\_\_\_ Period of occupancy \_\_\_\_\_ Years \_\_\_\_\_ Months \_\_\_\_\_  
 Agent/Landlord \_\_\_\_\_  Business \_\_\_\_\_ Fax \_\_\_\_\_  
 Do you expect the Bond to be refunded in full  Yes  No Why: \_\_\_\_\_

Reason for leaving: \_\_\_\_\_

**Previous Address**

Address \_\_\_\_\_  
 Rent per week \$ \_\_\_\_\_ Period of occupancy \_\_\_\_\_ Years \_\_\_\_\_ Months \_\_\_\_\_  
 Agent/Landlord \_\_\_\_\_  Business \_\_\_\_\_ Fax \_\_\_\_\_

Reason for leaving: \_\_\_\_\_

**Employment**

Current Employer \_\_\_\_\_ Your Position \_\_\_\_\_  
 Full Time  Part Time  Casual  Contract  
 Length of Employment \_\_\_\_\_ Years \_\_\_\_\_ Months \_\_\_\_\_ Pay day is \_\_\_\_\_ of each: week / fortnight / month  
 Payroll / Manager's Name \_\_\_\_\_ Fax \_\_\_\_\_  Business \_\_\_\_\_  
 Current Gross Amount is \$ \_\_\_\_\_ net \_\_\_\_\_ Per Week / Fortnight / Month \_\_\_\_\_ Copy of Payslips Attached \_\_\_\_\_ Yes / No

**If Self Employed**

Company Name \_\_\_\_\_ Trading As \_\_\_\_\_  
 Address \_\_\_\_\_ ABN \_\_\_\_\_  
 Period self employed \_\_\_\_\_ Years \_\_\_\_\_ Months \_\_\_\_\_ Industry/ Nature of Business \_\_\_\_\_  
 Accountant Details \_\_\_\_\_  Business \_\_\_\_\_

**Other Income Sources**

Source – List below \_\_\_\_\_ \$Gross per annum (Verification required) \_\_\_\_\_  
 • Self Employment \_\_\_\_\_ \$ \_\_\_\_\_  
 • Centrelink Payments (Income & Assets Statement attached) \_\_\_\_\_ \$ \_\_\_\_\_  
 • Other: (eg money received from Parents on regular basis) \_\_\_\_\_ \$ \_\_\_\_\_  
**TOTAL** \_\_\_\_\_ \$ \_\_\_\_\_

**If a Student or Not Currently Employed**

Student ID # \_\_\_\_\_ Organization \_\_\_\_\_ Course \_\_\_\_\_ Duration \_\_\_\_\_  
 Bank Statements  Austudy Document  Other

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**Details of all Vehicles to be kept at Property**

Registration No Model Owned / Hire Purchase

Registration No Model Owned / Hire Purchase

**Occupancy Details of all Persons to Reside at Property, including Children**

No. of adults who will reside at property: No. of Children to reside at property:

Names of all adults:

Child 1: Name and Date of birth: Child 2: Name and Date of birth:

Child 3: Name and Date of Birth: Child 4: Name and Date of Birth:

**Pets**

No  Yes: How many: Breed:

**Emergency Contact Details of Closest Relatives who will not be Residing with You**

1. Name	2. Name
Address	Address
Relationship <input type="checkbox"/> H	Relationship <input type="checkbox"/> H
<input type="checkbox"/> W <input type="checkbox"/> M	<input type="checkbox"/> W <input type="checkbox"/> M

**Personal Referees who are not Relatives**

Name	Occupation	<input type="checkbox"/> Business Hours Contact
1.		<input type="checkbox"/> Mob <input type="checkbox"/> Work
2.		<input type="checkbox"/> Mob <input type="checkbox"/> Work

**Declarations – Applicants to Complete and Provide Details as Required**

Have you ever been evicted by any Lessor or Agent?  No  Yes:

Are you in debt to another Lessor or Agent?  No  Yes:

Is there any reason known to you that would affect your ability to pay rent when due?  No  Yes:

Was your Bond at your last address refunded in full?  Yes  No:

Was the Property in a satisfactory condition when you inspected it? If not, list requests.  Yes  No:

I acknowledge and agree that this is a non-smoking premises and smoking indoors is prohibited at all times: Agree  Disagree

I declare the information provided is true and correct. I consent to verify details via Tenancy Information Centre of Australia and National Tenancy Database records. I declare I am not bankrupt or an undischarged bankrupt.

I understand that if the nominated Applicant is advised this Application is approved then within 24 hours, all approved Applicants are to sign the General Tenancy Agreement and pay 2 weeks rent as Part Bond. The Tenant is then bound to the Terms of the Agreement and the Property will cease to be available for rent. If the Tenancy does not proceed, steps to apply for a refund of the Bond will be taken by the Agent for monies owed for rent until a replacement Tenant is secured.

**ACKNOWLEDGEMENT**

Applicant Name	
Applicant Signature	
Date	

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**Declarations – Applicants to Complete and Provide Details as Required**

NRAS Approval Number:

I / We \_\_\_\_\_, of \_\_\_\_\_ in the State of Queensland do solemnly and sincerely declare that:

- My / Our **gross annual** household income (before tax) for the **12 months prior** to the date of application- including wages, pension, allowances, interest, dividend payments, child support payments and payments made by Centrelink including family allowance, is:

<b>1.</b>	\$
<b>2.</b>	\$
<b>3.</b>	\$
<b>4.</b>	\$
<b>TOTAL</b>	\$

- The amounts mentioned in the below table are indexed in accordance with the NRAS tenant income index on 1 May each year, rounded to the next whole dollar. Eligible tenants cease to be eligible tenants if their combined gross income exceeds the income limit for their household by 25% or more in 2 consecutive eligibility years.

2018-2019 NRAS Year Household Income Limits – as at April 2018			
Household Composition	At the commencement of NRAS tenancy initial income limit must not exceed*	During NRAS tenancy upper income limit must not exceed*	Tenant to initial the applicable: Household Type
One Adult	\$50,489	\$63,112	
2 Adults	\$69,804	\$87,255	
3 Adults	\$89,119	\$111,399	
4 Adults	\$108,434	\$135,543	
Sole parent with 1 child	\$69,852	\$87,315	
Sole parent with 2 children	\$86,600	\$108,250	
Sole parent with 3 children	\$103,348	\$129,185	
Couple with 1 child	\$86,552	\$108,190	
Couple with 2 children	\$103,300	\$129,125	
Couple with 3 children	\$120,048	\$150,060	

Tenants have an obligation to inform the Property Manager of any increases to their income amount as it stands upon entering into this agreement.

- Our household's liquid assets do not exceed \$112,500 for a single person household or \$143,750 for a household with two or more members (including cash savings, fixed term deposits, shares, bonds but not vehicles).
- Neither I / We nor anyone else in our household own or part-own one of the following assets:
  - Residential (including house, flat, unit or townhouse;
  - Vacant Land (including residential, commercial or industrial);
  - Live aboard boat, caravan, mobile home, or transportable home permanently connected to utilities;
  - Industrial property; or
  - Commercial property.

**ACKNOWLEDGEMENT**

<b>Applicant Name</b>	
<b>Applicant Signature</b>	
<b>Date</b>	