

Tenancy application form

A. Application details

Your name

Address of the property you are applying for

Weekly rent

Preferred start date

Postcode

Personal Information Collection Notice and Request for Consent (Tenants)

National Affordable Housing (NAH), Home Equity Rental Services (HERS), and HERS Property (HERSP) are not-for-profit companies in the NAH Group of Companies. These companies manage dwellings under the National Rental Affordability Scheme. Your property manager 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). Your property manager 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, your property manager 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 the property manager (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, USA, 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 your property manager by contacting the NAH Group's Privacy Officer at 07 3169 2511 or 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. The NAH Group 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.

Privacy Consent

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

Name (printed)

Signature

Date

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

Milton Office

Suite 1D, Level 1, K1
52 McDougall Street,
PO Box 1690,
Milton QLD 4064

P. 07 3169 2500

South Brisbane Office

Shop 12,
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Browns Plains QLD 4118

P. 07 3128 2080

North Brisbane Office

5-6 Endeavour
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P. 07 3106 5680

Townsville Office

Shop 7,
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B. Application summary

Important Information

- One application per person. (over the age of 18 or independent minor)
- Applicants must inspect the inside of the property prior to being approved.
- We are not able to fully process applications that are not fully completed, including those that lack supporting documentation.
- Application processing will take 7-9 business days.
- We are strictly a cash free office. Deposits, bonds and rent payments must be paid using the reference number you will be supplied, and payments can be made either by direct deposit to the bank account supplied, or by cash or cheque deposits at the bank. Under no circumstances will personal cheque be accepted as a form of payment.

Supporting Documents

- We require 100 points of identification from the following:
 - 40 points per item** Drivers Licence, Passport or 18+ Card
 - 30 points per item** Copy of Birth Certificate or other photo ID
 - 10 points per item** Copy of ATM Card, Credit Card, Pension Card, Medicare Card, Phone/Electricity Account
- Pet Application & Agreement Form – to be completed if pets are to reside at the property.
- We require the following for NRAS Eligibility:
 - Proof of Citizenship/Residency – Passport, Birth Certificate or full visa details.
 - Supporting documentation for Income Assessment – please refer to the table on page 5 of the application.

Application Checklist

- ☐ Application completed in full including the Privacy Disclosure Statement & NRAS Eligibility Declaration.
- ☐ Have read “supporting documents” section and included all relevant supporting documentation.
- ☐ Have inspected the property.

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Declarations

Applicants to complete & provide details as required.

Have you ever been evicted by a lessor or agent.

Yes ☐ No ☐

Is there any reason known to you that would affect your ability to pay rent when due.

Yes ☐ No ☐

Was your bond at your last address refunded in full?

Yes ☐ No ☐

Was the property in a satisfactory condition when you inspected it?

Yes ☐ No ☐

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

Yes ☐ No ☐

☐ 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 agree and acknowledge that should this application be approved, I will be required to pay the following amounts, 2 weeks rent within 48 hours of application approval and Rental Bond (4 weeks rent cleared funds) prior to collecting keys from the agent.

☐ In accordance with Section 29 of the Residential Tenancies Act 1997, I confirm that prior to submitting this application to HERS for consideration, I have been given a form 1 Residential Tenancy Agreement including all standard terms and any special terms.

I declare the above information to be true and correct.

Acknowledgement name (printed)

Signature

Date

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C. Applicant details

Your name

Date of birth

Email

Mobile

Driver Licence number

Passport number

Current address

Agent/landlord

Length of occupancy

Rent per week

Contact number

Reason for leaving

Previous address

Agent/landlord

Length of occupancy

Rent per week

Contact number

Reason for leaving

Current employer

Length of employment

Full time/Part time

Contact name

Your position

Contact number

Gross pay (weekly, fortnightly or monthly)

Hours per week

Length of self employment

Industry/nature of business

Business address

ABN

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| | |
|----------------------------------|----------------------|
| Accountant name | Company name |
| <input type="text"/> | <input type="text"/> |
| Accountant contact number | Trading as |
| <input type="text"/> | <input type="text"/> |

| | | |
|--------------------------------|--------------------------------|----------------------|
| Employment gross income | Centrelink gross income | |
| \$ <input type="text"/> | <input type="text"/> | |
| Other gross income | TOTAL | |
| \$ <input type="text"/> | \$ <input type="text"/> | |
| Personal referee name | Occupation | Mobile |
| <input type="text"/> | <input type="text"/> | <input type="text"/> |

D. Occupancy details

| | |
|---|---|
| Number of adults to reside at the property | Number of children to reside at the property |
| <input type="text"/> | <input type="text"/> |
| Name of each adult | |
| <input type="text"/> | <input type="text"/> |
| Adult 1 | Adult 2 |
| <input type="text"/> | <input type="text"/> |
| Adult 3 | Adult 4 |
| Name of each child | Date of birth |
| <input type="text"/> | <input type="text"/> |
| Child 1 | <input type="text"/> |
| <input type="text"/> | <input type="text"/> |
| Child 2 | <input type="text"/> |
| <input type="text"/> | <input type="text"/> |
| Child 3 | <input type="text"/> |
| Vehicles to be kept at the property | |
| <input type="text"/> | <input type="text"/> |
| Registration number | Model |
| <input type="text"/> | <input type="text"/> |
| Registration number | Model |

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Pets

Yes ☐

No ☐

Breed

Emergency contact

Name

Relationship

Contact numbers

Address

Postcode

E. NRAS eligibility declaration

I have: Australian citizenship ☐

Yes ☐

No ☐

Permanent residency ☐

Yes ☐

No ☐

Temporary Protection Visa
XA visa subclass 785 ☐

Yes ☐

No ☐

Temporary Protection Visa
XC visa subclass 785 ☐

Yes ☐

No ☐

- 1. 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:**

| Household member | Income source | Income |
|-------------------------|----------------------|-------------------------|
| 1. <input type="text"/> | <input type="text"/> | \$ <input type="text"/> |
| 2. <input type="text"/> | <input type="text"/> | \$ <input type="text"/> |
| 3. <input type="text"/> | <input type="text"/> | \$ <input type="text"/> |
| 4. <input type="text"/> | <input type="text"/> | \$ <input type="text"/> |

Neither I / we nor anyone else in our household own or part-own any of the following assets:

Residential (including house, flat, unit or townhouse)

☐

Own

☐

Don't own

Vacant Land (including residential, commercial or industrial)

☐

Own

☐

Don't own

Live aboard boat, caravan, mobile home, or transportable home permanently connected to utilities

☐

Own

☐

Don't own

Industrial property

☐

Own

☐

Don't own

Commercial property.

☐

Own

☐

Don't own

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Our household's liquid assets do not exceed \$116,375 for a single person household or \$148,625 for a household with two or more members (including cash savings, fixed term deposits, shares, bonds but not vehicles).

☐

Exceed

☐

Don't exceed

- 2.** 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.

2020-2021 NRAS YEAR HOUSEHOLD INCOME LIMITS

| Household type | At the start of NRAS tenancy initial income limit must not exceed* | During NRAS tenancy upper income limit must not exceed* | Tenant to indicate household type |
|-----------------------------|--|---|-----------------------------------|
| 1 Adult | \$52,324 | \$65,405 | |
| 2 Adults | \$72,341 | \$90,427 | |
| 3 Adults | \$92,358 | \$115,448 | |
| 4 Adults | \$112,375 | \$140,46 | |
| Sole parent with 1 child | \$72,391 | \$90,489 | |
| Sole parent with 2 children | \$89,748 | \$112,185 | |
| Sole parent with 3 children | \$107,105 | \$133,882 | |
| Couple with 1 child | \$89,698 | \$112,123 | |
| Couple with 2 children | \$107,055 | \$133,819 | |
| Couple with 3 children | \$124,412 | \$155,515 | |

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

I declare the above information to be true and correct.

Acknowledgement name (printed)

Signature

Date

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C. Supporting documents for income assessment

| INCOME SOURCE | PREFERRED DOCUMENT | SECONDARY DOCUMENT |
|---|--|--|
| Gross income from earnings, including fringe benefits (non- grossed up amount of FBT) | PAYG/Income Summary and latest payslip prior to lease start | Employer's Declaration Form/letter from employer on company letterhead |
| Part year employment | PAYG/Income Summary and latest payslip prior to lease start | Employer's Declaration Form/letter from employer on company letterhead |
| Deemed income from financial investments | Dividend/Distribution Statements | Certificate by a qualified accountant |
| Net income from businesses, including farms | Profit and Loss Statement | Statement from accountant or tax agent/12 months bank statements |
| Income from income stream products, such as annuities and allocated products | Latest annuity statement | |
| Dividends from private company shares | Dividend Statements | Bank statements showing dividend payments |
| Net income from rental property (Not in QLD) | Rental Statements | 3 months bank statements showing deposits of regular rental income |
| Income from boarders and lodgers | Receipts for last 3 payments | 3 months bank statements showing deposits of regular rental income |
| Employment income salary sacrificed into superannuation | PAYG/Income Summary and latest payslip prior to lease start | Letter from employer on company letterhead/ Super statement |
| Non-Australian pensions and income | Latest pension statement | Last 3 months bank statements showing deposits of pension payments |
| Any income from sources outside Australia | Relevant bank statements | Notice of payment/statement from payer |
| A periodic payment from an immediate relative, i.e. father, mother, son, daughter, brother or sister (not a loan) | Last 3 months bank statements showing deposits of payments | Statutory Declaration from relative |
| Family trust distributions | Written Statement from Tax Agent or Accountant | |
| Scholarship or tuition payments paid into the student's account | Statement or scholarship details from payer | 3 months bank statements showing deposits of payments received |
| A rent subsidy paid by the Commonwealth, a state or a territory | Statement from relevant Gov't Dep't/ Centrelink Income Statement | |
| Income support payments | Centrelink Income Statement | Last 3 months bank statements showing deposits of Centrelink payments/ payment history for relevant period |
| Superannuation distribution | Superannuation Fund Statement | Bank statement showing payments |
| Interest | Statement of Interest Paid from Financial Institution | Last 3 months Bank Statements showing deposits of interest gained |
| Capital Gains from the sale of property or shares | Statement from Tax Agent or Accountant | |
| Redundancy payments | Redundancy statement from employer | PAYG/Income summary for that year if available |
| Child Support payments | Centrelink Income Statement/Child Support payment summary | Bank statements |
| Any other Income | Last 3 months Bank Statements showing deposits of other income | Statement from the Payer indicating the relevant period and total amount of payment |
| If tenant claims No Income | Statutory Declaration and 3 months Bank Statements | Statutory Declaration |

For most assessments, 3 months bank statements from all account/balance summary is preferred as part of the documentation.

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