



Form NAHC2.1

TENANCY APPLICATION

NAHC Property Management Company

ABN 30 132 604 552

1/118 Vulture St, South Brisbane QLD 4101

T: 07-31692500

F: 07-3169 2508

E: rentals@nahc.org.au

APPLICANTS

NAME:

ADDRESS

APPLYING FOR:

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

The National Affordable Housing Consortium (**NAHC**) 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, NAHC 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). NAHC 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, NAHC 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 NAHC (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 NAHC by contacting NAHC'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. NAHC 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 NAHC's Privacy Policy. I consent to NAHC's collection and disclosure of my personal information as set forth above and in NAHC's Privacy Policy.

Signature

Date

Name (Printed)

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

**APPLICANTS
NAME:**

**ADDRESS
APPLYING FOR:**

I APPLY FOR TENANCY FOR A PERIOD OF _____ MONTHS, AT A RENTAL OF \$ _____ PER WEEK,
COMMENCING ON / /

Please read prior to completing your Application

- One Application is to be completed per person over the age of 18.
- This Application cannot be processed until it is completed including copies of supporting documents attached as required for 100 Points Identification Check.

DOCUMENTS ACCEPTED FOR IDENTIFICATION CHECK

Points per Document

<input type="checkbox"/>	Birth Certificate/Passport/Drivers Licence	40
<input type="checkbox"/>	18+ Card/Other Photo ID	30
<input type="checkbox"/>	Payslip/Ledger	20
<input type="checkbox"/>	Bank Statement	10
<input type="checkbox"/>	Proof of current address Bill (electricity, phone, rates, gas, registration)	10
<input type="checkbox"/>	Pension Card/Medicare Card/Bank Cards	10

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.

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

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

- Inspected the Property both internally and externally

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

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

Please also attach the following documents:

Proof of NRAS approval

- A copy of the approval documentation issued by the Department of Communities

Proof of Income

- 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.

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: _____

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	<input type="checkbox"/> Yes	<input type="checkbox"/> 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			
<input type="checkbox"/> Full Time	<input type="checkbox"/> Part Time	<input type="checkbox"/> Casual	<input type="checkbox"/> 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			
Creditor Referee	☐ 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 #	Institution	Course	Duration
<input type="checkbox"/> Bank Statements	<input type="checkbox"/> Austudy Document	<input type="checkbox"/> Other	

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 ☾ H	Relationship ☾ H
☾ W ☾ M	☾ W ☾ M

Personal Referees who are not Relatives

Name	Occupation	☾ Business Hours Contact
1.		☾ Mob ☾ Work
2.		☾ Mob ☾ 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	

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 current (before tax) **annual** income - including wages, pension, allowances, interest, dividend payments, child support payments and payments made by Centrelink including family allowance, is:

1.	\$
2.	\$
3.	\$
4.	\$
TOTAL	\$

- 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.

2014 – 2015 NRAS Year Household Income Limits – as at 24 May 2014			
Household type	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	\$47,289	\$59,111	
2 Adults	\$65,378	\$81,722	
3 Adults	\$83,466	\$104,333	
4 Adults	\$101,555	\$126,944	
Sole parent with 1 child	\$65,423	\$81,779	
Sole parent with 2 children	\$81,108	\$101,385	
Sole parent with 3 children	\$96,793	\$120,991	
Couple with 1 child	\$81,063	\$101,329	
Couple with 2 children	\$96,748	\$120,934	
Couple with 3 children	\$112,433	\$140,541	

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 \$80,437.50 for a single person household or \$100,000.00 for a household with two or more members (including cash savings, fixed term deposits, shares, bonds but not vehicles).
- Neither I / We or 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

Applicant Name	
Applicant Signature	
Date	

