

# Application for Rental Bond Loan

Office Use Only	
Application Number:	Application Date:
Officer Name:	Time:
	Loan Account Number:

Eligibility For A Rental Bond Loan	Instructions To Complete Application
<ul style="list-style-type: none"> <li>You must live, work or be enrolled to study in the ACT.</li> <li>You must be an Australian citizen, permanent resident, or hold a time-limited visa for the purpose of seeking asylum, protection or safe haven in Australia.</li> <li>You meet the current income limits.</li> <li>You do not have an interest in a residential property in Australia.</li> <li>You meet the current cash and asset limit.</li> <li>You do not have any outstanding debts with Housing ACT.</li> <li>The rental bond has not been paid.</li> <li>You are able to satisfactorily meet the obligations and payments required in sustaining a tenancy in a private rental property.</li> <li>You agree to enter into a loan repayment agreement with Housing ACT.</li> </ul>	<ul style="list-style-type: none"> <li>You must complete <u>all</u> sections of this application form, including nil responses.</li> <li>Your application must be signed by all applicants.</li> <li>Housing ACT staff must sight <u>original</u> documentation to support your application, including identity, residency status, educational enrolment, income and assets.</li> <li>You must provide proof of income documentation from your employer and/or Department of Human Services (Centrelink).</li> <li>If self-employed, you must provide your most recent tax return, or a current profit and loss statement and balance sheet certified by a qualified accountant.</li> <li>Lodging your application in person will assist in an earlier assessment. Alternatively, you can post your application (see below).</li> </ul>

If you have any questions about your eligibility for a rental bond loan, or how to complete this form, please contact Housing and Community Services on **133 427**, or:

Attend in person

Nature Conservation House  
Corner Benjamin Way and Emu Bank  
Belconnen ACT 2617

Write to us:

Housing ACT  
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 – please telephone **133 427**.

If English is not your first language and you require the **Translating and Interpreting Service** – please telephone **131 450**.

If you are deaf or hearing impaired and require the **Text Telephone (TYY) Service** – please telephone **133 677 then ask for 133 427**.

## Personal Details

		Applicant 1	Applicant 2
1	Title (please circle)	Mr Mrs Miss Ms Other.....	Mr Mrs Miss Ms Other.....
2	Given Name(s)		
	Surname		
3	Former Surname (if applicable)		
4	Date of Birth	..... /..... /.....	..... /..... /.....
5	Relationship to other Applicant (if applicable)		
6	Are you an Australian citizen or permanent resident?	<input type="checkbox"/> Yes <input type="checkbox"/> No <i>If no, what is your residency status?</i> .....	<input type="checkbox"/> Yes <input type="checkbox"/> No <i>If no, what is your residency status?</i> .....
7	Current residential address		
8	Postal Address (if different to address at 7)		
9	Telephone Number	(Home) ..... (Work) ..... (Mobile) .....	(Home) ..... (Work) ..... (Mobile) .....
10	Email Address		
11	Do you live or work or are you enrolled to study in the ACT?	Live <input type="checkbox"/> Yes <input type="checkbox"/> No	Live <input type="checkbox"/> Yes <input type="checkbox"/> No
		Work <input type="checkbox"/> Yes <input type="checkbox"/> No	Work <input type="checkbox"/> Yes <input type="checkbox"/> No
		Study <input type="checkbox"/> Yes <input type="checkbox"/> No	Study <input type="checkbox"/> Yes <input type="checkbox"/> No
12	Have you received any assistance from Housing ACT?	<input type="checkbox"/> Yes <input type="checkbox"/> No <i>If yes, was this for a <u>Bond Loan</u> or <u>Rented Property</u>? (please circle)</i> Account Number ..... Address ..... .....	<input type="checkbox"/> Yes <input type="checkbox"/> No <i>If yes, was this for a <u>Bond Loan</u> or <u>Rented Property</u>? (please circle)</i> Account Number ..... Address ..... .....
13	Do you owe any money to Housing ACT?	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No

## Question 14 \*optional and for statistical purposes only

14*	What is your cultural identify?	<input type="checkbox"/> Aboriginal <input type="checkbox"/> Torres Strait Islander <input type="checkbox"/> Aboriginal & Torres Strait Islander <input type="checkbox"/> Other .....	<input type="checkbox"/> Aboriginal <input type="checkbox"/> Torres Strait Islander <input type="checkbox"/> Aboriginal & Torres Strait Islander <input type="checkbox"/> Other .....
	What is your country of origin?		
	What is your main language?		

**Question 15 – Income**(Please list income from ALL sources and attach supporting documentation)

	Applicant 1		Applicant 2	
	Amount	Source	Amount	Source
Gross Weekly Income (before tax)	\$		\$	
	\$		\$	
	\$		\$	
	\$		\$	
	\$		\$	
<b>TOTAL WEEKLY INCOME</b>	\$		\$	

**Question 16 – Value of Assets**(Please list ALL assets, including a description, and attach supporting documentation)

		Applicant 1		Applicant 2	
		Amount	Description	Amount	Description
(i)	Bank Account	\$		\$	
(ii)	Bank Account	\$		\$	
(iii)	Bank Account	\$		\$	
(iv)	Term Deposit	\$		\$	
(v)	Term Deposit	\$		\$	
(vi)	Vehicle(s) Car, Truck, Motorbike, Boat, Caravan etc – Show insured value, make, model, registration	\$		\$	
(vii)	Shares, Stocks, Bonds, Other	\$		\$	
(viii)	Overseas Assets (Specify)	\$		\$	
(ix)	Other (Specify)	\$		\$	
(x)	Other (Specify)	\$		\$	
	Do you own or are you purchasing any residential property or land in Australia?	Address .....  Valuation \$ .....		Address .....  Valuation \$ .....	
<b>TOTAL ASSET VALUE</b>		\$		\$	

### Question 17 – Household Details

Show details of everybody else who will be living in the home for which you need the Bond.

Name	Date of Birth	Name	Date of Birth
	..... /..... /.....		..... /..... /.....
	..... /..... /.....		..... /..... /.....
	..... /..... /.....		..... /..... /.....

### Question 18 – Other Contact

Please give details of a person who is not a member of your household who Housing ACT can contact if we are unable to contact you directly.

Name	
Address	
Telephone	(Home) ..... (Work) ..... (Mobile) .....

### Question 19 – Property Details

Have you already chosen a property to rent?	<input type="checkbox"/> Yes <input type="checkbox"/> No
If Yes, how much do you want to borrow? (Maximum of 90% of property bond)	\$ .....

### Privacy Notice

Housing and Community Services (HACS) is obliged to handle your information in accordance with the Privacy Principles set out in the Information Privacy Act 2014. We explain how your personal information is collected, used, shared, stored, accessed and corrected in our privacy policy: [http://www.communityservices.act.gov.au/home/full\\_privacy\\_statement/](http://www.communityservices.act.gov.au/home/full_privacy_statement/). The information you provide in this form will be used to assess your bond loan eligibility and for statistical purposes. If you do not consent to supply us with this information we may not be able to assess your bond loan eligibility. HACS will not use or disclose your personal information without your consent, unless required by law, or if you would reasonably expect us to use or disclose the information for a related purpose. If you believe that your personal information has not been handled appropriately, or that we have breached the Privacy Principles you can contact us at [CSD.Privacy@act.gov.au](mailto:CSD.Privacy@act.gov.au) or (02) 6207 6547 to lodge a complaint.

### Declaration

I/we authorise the Commissioner for Social Housing, the Office of Rental Bonds, my/our Lessor/Agent and my/our employer/income provider to exchange information about me/us, my/our tenancy and the bond relating to it. I/we hereby declare that, to the best of my/our knowledge, all questions on this Application have been answered truthfully and correctly and all relevant information has been provided.

#### Applicant 1

#### Applicant 2

Signature(s)

Date

Completed Applications plus supporting documents should be taken to:

Housing and Community Services  
Nature Conservation House  
Corner Benjamin Way and Emu Bank  
Belconnen ACT 2617

Telephone Enquiries – 13 34 27

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**Document Checklist**

Each applicant must supply 100 points of identity.

Documents for proof of identification / residency	Points	Applicant 1	Applicant 2
Birth Certificate	70		
Citizenship Certificate	70		
Visa	70		
Passport (current or expired less than 3 years)	70		
Rates Notice	35		
Bills, eg electricity, telephone (one per institution only)	25 each		
Credit / Debit / ATM Card (one per institution only)	25 each		
Tertiary ID Card	40		
Primary/Secondary/Tertiary institution record within last	25		
Secondary/Tertiary enrolment notice	25		
Electoral Roll	25		
Public Service Employee ID Card	40		
Non Public Service Employee ID Card	25		
Other Government issue ID Card – sealed in plastic	40		
Government issue license or permit, eg Drivers, Shooters	40		
Other license or permit, eg foreign drivers	25		
Marriage Certificate	25		
Medicare Card	25		
Registration Certificate, eg car, boat	25		
Centrelink / Pension Card	40		
Other acceptable document that verifies name and address or signature	25		
<b>TOTAL POINTS</b> (minimum 100 points per person)			

Documents for proof of income / assets	Applicant 1	Applicant 2
Centrelink Income Statement (if applicable).	<input type="checkbox"/>	<input type="checkbox"/>
If employed – Employer Income Statement covering previous 26 weeks.	<input type="checkbox"/>	<input type="checkbox"/>
If self employed – current profit and loss statement and balance certified by a qualified accountant, or most recent tax return.	<input type="checkbox"/>	<input type="checkbox"/>
Bank books or statements for all accounts.	<input type="checkbox"/>	<input type="checkbox"/>
Letters or statements from Government agencies (other than Centrelink) from which payment is received.	<input type="checkbox"/>	<input type="checkbox"/>
Documents for other income or assets (such as share certificates, bond certificates, trust accounts and fixed term deposits, overseas pension or income).	<input type="checkbox"/>	<input type="checkbox"/>

sby:	Officer Name	Officer Signature  ...../...../.....
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### Property Details

(To be completed by Lessor or Agent)

#### Details of Lessor or Agent

Name of Lessor / Agency	
Contact Person	
Contact Address	..... .....
Telephone	
Facsimile	
Email Address	

#### Details of Rental Property

Address	..... .....
Weekly Rent	\$ .....
Amount of Bond required (Bond only - do not include rent in advance)	\$ .....
Has the Bond been paid?	<input type="checkbox"/> Yes <input type="checkbox"/> No
Name/s on Tenancy Agreement	..... .....
Has the tenancy commenced?	<input type="checkbox"/> Yes <input type="checkbox"/> No Date or proposed date of commencement: ..... / ..... / .....

Signature of Lessor / Agent	I certify that the details above are true and correct. I understand that Housing and Community Services may contact me to verify these details.  .....
Date	..... / ..... / .....