

# APPLICATION FORM



**ACT**  
Government  
Community Services

## Rental bond help

### Before you start

This is an application for rental bond help from ACT Government. To be eligible you need to show you:

- are at least 16 years of age
- are seeking a rental property in the ACT (and intend to live in that property when you sign your lease)
- earn less than the income threshold, and
- hold less than \$10,000 in cash or savings for a single applicant, or \$15,000 for joint applicants.

Income thresholds are reviewed and updated every 6 months. This information and more, is available on the Rental Bond Loans factsheet at [http://www.communityservices.act.gov.au/hcs/publications/fact\\_sheets](http://www.communityservices.act.gov.au/hcs/publications/fact_sheets) or in hardcopy at **GATEWAY SERVICES** at **NATURE CONSERVATION HOUSE, 153 EMU BANK, BELCONNEN.**



Please call **131 450** if you need translating and interpreting services.

		<i>Applicant 1</i>	<i>Applicant 2</i>																
1	Your full name	..... .....	..... .....																
2	Your mailing address	..... ..... .....	..... ..... .....																
3	Your date of birth Ⓜ If you are under 18, one of your proof of identity documents must include your photo and DOB	..... / ..... / .....	..... / ..... / .....																
4	Your contact details	(Ph) ..... (E) .....@ .....	(Ph) ..... (E) .....@ .....																
5	Your liquid assets Do not include term deposits or other amounts that are not readily available.	<table border="1"> <thead> <tr> <th>Type</th> <th>Amount</th> </tr> </thead> <tbody> <tr> <td>Savings</td> <td>\$.....</td> </tr> <tr> <td>Cash holdings</td> <td>\$.....</td> </tr> <tr> <td>Other</td> <td>\$.....</td> </tr> </tbody> </table>	Type	Amount	Savings	\$.....	Cash holdings	\$.....	Other	\$.....	<table border="1"> <thead> <tr> <th>Type</th> <th>Amount</th> </tr> </thead> <tbody> <tr> <td>Savings</td> <td>\$.....</td> </tr> <tr> <td>Cash holdings</td> <td>\$.....</td> </tr> <tr> <td>Other</td> <td>\$.....</td> </tr> </tbody> </table>	Type	Amount	Savings	\$.....	Cash holdings	\$.....	Other	\$.....
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6 Your income details (before tax)  *Interest/dividend information is only required if you earned more than \$100 in the previous financial year.	<b>Type</b>	<b>Amount</b>	<b>Type</b>	<b>Amount</b>
	Salary/Wage	\$..... Weekly / Fortnightly Monthly / Annually	Salary/Wage	\$..... Weekly / Fortnightly Monthly / Annually
	Interest/Dividends*	\$..... Monthly / Annually	Interest/Dividends	\$..... Monthly / Annually
	Centrelink	\$..... Fortnightly / Annually	Centrelink	\$..... Fortnightly / Annually
	Family Assistance	\$..... Fortnightly / Annually	Family Assistance	\$..... Fortnightly / Annually
	Other	\$..... Weekly / Fortnightly Monthly / Annually	Other	\$..... Weekly / Fortnightly Monthly / Annually
7	Do you identify as Aboriginal or Torres Strait Islander?	<input type="checkbox"/> Aboriginal <input type="checkbox"/> Torres Strait Islander <input type="checkbox"/> Aboriginal & Torres Strait Islander <input type="checkbox"/> No <input type="checkbox"/> Prefer not to answer	<input type="checkbox"/> Aboriginal <input type="checkbox"/> Torres Strait Islander <input type="checkbox"/> Aboriginal & Torres Strait Islander <input type="checkbox"/> No <input type="checkbox"/> Prefer not to answer	
8	Do you have any dependent children that will be living in the home with you? This information will be used to help calculate your income eligibility threshold. <input type="checkbox"/> No <input type="checkbox"/> Yes – How many? .....			

**Declaration and Acknowledgements**

- I have read and agree to the Privacy Notice (attached).
- I acknowledge that Housing ACT and the ACT Office of Rental Bonds will exchange information about me, my tenancy and the bond relating to it.
- I understand that my eligibility will not be confirmed until I provide supporting documentation to staff at Gateway in relation to my income and identity, and in some cases, I may be asked for confirmation of my assets.
- I understand that to receive rental bond help, I am required to enter into a rental bond agreement for no-interest repayment of the rental bond amount paid by Housing ACT to the ACT Office of Rental Bonds on my behalf.
- I declare that, to the best of my knowledge, all questions on this application have been answered truthfully and correctly.

Signature of Applicant 1

Signature of Applicant 2  
(if applicable)

Date ..... / ..... / .....

Date ..... / ..... / .....

## For the rental bond help – Application form

**Privacy Notice**

Housing ACT 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 help 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 help eligibility. Housing ACT 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.

## For the rental bond help application form – Evidence Requirements

Proof of Identity	Proof of Income																								
<p>Please provide <b>100 POINTS</b> of identification for each applicant:</p> <table> <tr> <td>Birth certificate</td> <td>70 points</td> </tr> <tr> <td>Citizenship certificate</td> <td>70 points</td> </tr> <tr> <td>Residential visa</td> <td>70 points</td> </tr> <tr> <td>Passport</td> <td>70 points</td> </tr> <tr> <td>Drivers licence</td> <td>70 points</td> </tr> <tr> <td>Government issued ID card (with seal or hologram)</td> <td>70 points</td> </tr> <tr> <td>Centrelink/Pension card</td> <td>30 points</td> </tr> <tr> <td>Tertiary institution (e.g. University) ID card</td> <td>30 points</td> </tr> <tr> <td>Credit/debit/ATM card (one per institution only)</td> <td>30 points</td> </tr> <tr> <td>Marriage certificate</td> <td>30 points</td> </tr> <tr> <td>Medicare card</td> <td>30 points</td> </tr> <tr> <td>Vehicle registration</td> <td>30 points</td> </tr> </table>	Birth certificate	70 points	Citizenship certificate	70 points	Residential visa	70 points	Passport	70 points	Drivers licence	70 points	Government issued ID card (with seal or hologram)	70 points	Centrelink/Pension card	30 points	Tertiary institution (e.g. University) ID card	30 points	Credit/debit/ATM card (one per institution only)	30 points	Marriage certificate	30 points	Medicare card	30 points	Vehicle registration	30 points	<p>Please provide for each applicant:</p> <ul style="list-style-type: none"> <li><input type="checkbox"/> <b>SALARY OR WAGES</b> – your PAYG Payment Summary for the previous financial year, or your last month’s pay-slips.</li> <li><input type="checkbox"/> <b>INTEREST OR DIVIDENDS</b> – an official statement advising of total amount of interest/dividends earned in last financial year.</li> <li><input type="checkbox"/> <b>CENTRELINK OR FAMILY ASSISTANCE OFFICE PAYMENTS</b> – an official statement/letter from the Department of Human Services, or signed authority to receive a Statement of Income (attached).</li> <li><input type="checkbox"/> <b>OTHER</b> – an official statement/letter from the income source, including (where possible) a company logo and ABN/ACN, the gross income received and frequency of income provided.</li> </ul>
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You may also be asked for **PROOF OF YOUR LIQUID ASSET** holdings. Where this occurs, please provide your most recent bank, or other financial institution statement.

**Application for Rental bond help receipt – to be completed by Housing ACT upon request**

Business Stamp	Name of applicant(s):	
	Date of receipt:	
	Application number:	



# Consent for Centrelink to provide a Statement of Income

I / We hereby authorise Housing ACT to perform a Centrelink enquiry of my customer details and concession card status using the Centrelink Confirmation eServices for the purpose of confirming the income information contained in the rental bond help application.

I / We authorise the Department of Human Services (the Department) to provide the results of that enquiry to Housing ACT electronically.

I / We understand that the Department will disclose personal information to Housing ACT, including:

- the type and amount of pension or allowance payments Centrelink make to me / us;
- the number of dependent children used to assess any family payments;
- details of any other income I / we have told Centrelink about, e.g. overseas pensions, child maintenance, returns on investment and wages/salary.

These details will be used by HACS to determine if I am / we are eligible for rental bond help, and for de-identified statistical purposes. My / Our consent is limited to providing information for these purposes only.

I / We understand that:

- I / we will be able to obtain a written copy of the statements provided by the Department to Housing ACT at any time;
- this consent, once signed, remains valid while the Rental Bond Help application is active, unless advice is provided to Housing ACT or the Department that consent has been withdrawn;
- in the event that consent is not provided or is withdrawn, confirmation of income information can be obtained directly from the Department and provided to Housing ACT so that eligibility for Rental Bond Help is able to be determined; and
- if consent is withdrawn or alternate proof of income information is not provided, approval of the Rental Bond Help application by Housing ACT may not be possible.

### Applicant 1

Full Name .....
Centrelink CRN .....
Signature .....
Date ..... / ..... / .....

### Applicant 2 (if joint application only)

Full Name .....
Centrelink CRN .....
Signature .....
Date ..... / ..... / .....

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The information you provide will be used to assess your application for a rental bond help and for statistical purposes. If you do not consent to supply us with this information we may not be able to assess your application. Housing ACT 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.