

# Application for housing

## 1. DETAILS ABOUT YOU

Surname

Title

Mr Mrs Miss Ms

First name/s

Date of birth

Day Month Year

Gender

Male Female Other Prefer not to say

Street address

Postal address *(if same leave blank)*

City

City

State/Territory

Postcode

State/Territory

Postcode

Email

Mobile number

Home phone number

Country of birth

First language

**Are you from an Aboriginal or Torres Strait Islander background?**

Yes No

**If you are in NSW, what is your T-file number ?**

*This is the number given to you when you apply for the NSW Housing Register*

**Are you a permanent resident of Australia?**

Yes No

**Are you escaping domestic violence?**

Yes No

**Do you require an interpreter?**

Yes No

**Do you have a current Apprehended Domestic Violence Order (AVO)?**

Yes No



*If yes attach a copy of the AVO*

## 2. HOUSEHOLD DETAILS

Please list ALL people who will be living with you

Full name	Gender	Date of birth	Relationship to you
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Baby due date

## 3. YOUR CURRENT HOUSING

What is your current type of housing?

Homeless      Refuge      SVDP      Friends/Family      Private rental      Transitional housing

Other (Please specify)

What is your weekly rent/board?

\$

How many bedrooms?

How long have you been there?

Is your lease current?

Yes      No

Lease expiry date

Do you owe money on your current or any former tenancy?

Yes      No

*If yes, provide details, including how much and to who.*

Any other details concerning your current accommodation e.g. Substandard or overcrowded

## 4. MEDICAL

**Do you or any other household member have a medical condition (either physical or mental disability) which affects the style and / or location of accommodation?**

Yes

No

 *If yes, please provide letters of confirmation and/or support of any health issues or disability & how this affects your housing circumstances.*

### **Disability or medical conditions**

*Please tick all applicable*

Visual impairment

Wheelchair use

Hearing impairment

Mobility impairment e.g. Arthritis, osteoarthritis

Mental health - *list issue or disorder*

Drug and or alcohol use or dependence - *list dependence*

Terminal illness - *provide details*

Intellectual disability - *provide details*

Other special needs - *provide details*

**Are you or anyone in your household unable to climb stairs?**

Can climb stairs

Can climb stairs with difficulty

Cannot climb stairs

## 5. FINANCIAL INFORMATION

*Please provide information below on your household's gross (before tax) income, including wages, Centrelink benefits & pensions, Austudy, investments, pension from another country etc. Please list all the members of your household, including yourself and say what sort of income they receive and how much each fortnight.*



*You must attach written proof of all income to this application*

Full name	Type of income	Amount per fortnight
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**Do you have any assets which give you income?**

Yes    No

*If you answered yes, provide details of these assets*

**Do you own or have a share in residential property/business?**

Yes    No

*If you answered yes, provide details*

**Is anyone in your household under a Guardianship order?**

Yes    No

*If you answered yes, please provide details, Name of family member and Guardianship Agency contact details*

**Do you have any other major outstanding debts?**

Yes    No

*If you answered yes, please provide details*

## 6. STATUS OF PUBLIC HOUSING

**Have you ever been housed by Housing NSW?**

Yes      No

*If you answered yes, why did you vacate?*

**Do you have any debts with Housing NSW?**

Yes      How much do you still owe?  
No

**Are you making payments off this debt?**

Yes      If **yes**, how much do you pay per week?  
No

If **yes** was this for:

Rent      Repairs

## 7. OTHER INFORMATION

**Is anyone in your household receiving any support from another organisation or program?**

*I.e. Mental health, Family Support or Probation & Parole?*

Yes      No

*If yes, please give details, name of household member and organisation or program*

**Do you currently own a pet/s?**

Yes      No

*If you answered yes, please list types of animal/s*

**Size of property required**

How many bedrooms?

1      2      3      4

**Location requested**

First choice

Second choice

**Do you have private transport?**

Yes      No

**Would you like a copy of your application?**

Yes      No

## 8. EMERGENCY CONTACT DETAILS

*Please provide details of an Emergency Contact*

Full name	Phone number	Relationship to you
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*Please provide details of next of kin (if same as above leave blank)*

Full name	Phone number	Relationship to you
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**Is there another person helping you fill out this form?**

Yes    No

### DECLARATION FROM THE PERSON ASSISTING ON BEHALF OF THE APPLICANT

- I have filled out this form on the basis of the information the applicant gave me.
- I have read out the form and the answers to the applicant who seemed to understand them.
- I understand there are penalties for giving false or misleading information.

**Surname of person assisting**

**Title**

Mr    Mrs    Miss    Ms

**First name/s of person assisting**

**Would you like a copy of the application?**

Yes    No

**Signature of person assisting**

**Date**

Day    Month    Year

.....

## 9. CONFIDENTIALITY

**Any information that you have provided this organisation is treated confidentially**

You have given personal information on this application form. This information will only be used by Amélie Housing to process your application for housing.

When assessing your application we may need to talk to your support worker, carer, health professional, or Housing NSW. Before we can speak to them we will need your permission. Only details which relate directly to your application for housing with Amélie Housing can be discussed.

If you change your mind and you no longer wish to give permission for your personal information to be used or disclosed, then you can withdraw your permission at any time by advising Amélie Housing your withdrawal will only take effect when Amélie Housing writes back to you confirming receipt of your request.

## 10. PRIVACY STATEMENT AND CONSENT

Under the Federal Privacy Act (the Act) Amélie Housing is required to provide you with certain information as to how we protect your privacy and how we comply with the requirements of the Act and the 13 Australian Privacy Principles (APPs). We are also required to comply with the NSW Health Records and Information Privacy Act and the ACT Health Records (Privacy and Access) Act. This information is set out in our Privacy Policy which is available upon request from our office.

Our Privacy Policy describes:

- Who we collect information about;
- The types of personal information collected and held by us;
- How this information is collected and held;
- The purposes for which your personal information is collected, held, used and disclosed;
- How you can gain access to your personal information and seek its correction;
- How you may complain or inquire about our collection, handling, use or disclosure of your personal information and how that complaint or inquiry will be handled; and
- Whether we are likely to disclose your personal information to any overseas recipients.

We strongly recommend that you read our Privacy Policy and if you have any queries with respect to its content you should contact the Amélie Housing Privacy Officer.

**Privacy Officer**

Bernie Murphy (02) 9568 0253  
PO Box 5, Petersham NSW 2049

**CONSENT**

*I give my permission and authorisation for the relevant persons or organisations listed below to provide, confirm or clarify personal information about me, as long as the information is relevant to my application for housing with Amélie Housing.*

Full name	Phone number	Organisation

  

<p><b>Applicant name</b></p>  <p><b>Applicant signature</b></p> <p>.....</p>	<p><b>Joint applicant name (if applicable)</b></p>  <p><b>Joint applicant signature(if applicable)</b></p> <p>.....</p>
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## 11. CUSTOMER CONSENT: CENTRELINK

*If you are a recipient of a Commonwealth payment Amélie Housing can access your income details electronically directly from Centrelink.*

*If you would like us to access this information please sign & date the Customer Consent Form below.*

### CUSTOMER CONSENT

This consent will be used for the sole purpose of authorising Centrelink to provide information to Amélie Housing to assess your eligibility in relation to concessions or services provided by Amélie Housing.

### INCOME CONFIRMATION

I \_\_\_\_\_ authorise:

Amélie Housing to use Centrelink Confirmation eServices to perform a Centrelink enquiry of my customer details and concession card status in order to enable the business to determine if I qualify for a concession, rebate or service.

The Australian Government Department of Human Services (the department) to provide the results of that enquiry to Amélie Housing.

I understand that the department will disclose personal information to Amélie Housing including my name/ address/concession card status/payment type/one off payment/income/assets/deductions/shared care arrangements/partner status/Youth Allowance Independent Rate (add and delete characteristics included in your characteristic profile) to confirm my eligibility for relevant concession/rebate service.

**I understand this consent, once signed, remains valid while I am a tenant of Amélie Housing unless I withdraw it by contacting Amélie Housing or the department.**

I understand that can get proof of my circumstances/details from the department and provide it to Amélie Housing so that my eligibility for relevant concession/rebate/service can be determined.

I understand if I withdraw my consent or do not alternatively provide proof of my circumstances/details, I may not be eligible for the concession/rebate/service provided by Amélie Housing.

**Signed**

**Date**

Day      Month      Year

.....



**11. JOINT APPLICANT - CUSTOMER CONSENT: CENTRELINK**

*If this is a joint application, please have your partner provide consent. This section can also be used for an additional household member who is 18 years & over but not a partner.*

*If you are a recipient of a Commonwealth payment Amélie Housing can access your income details electronically directly from Centrelink.*

*If you would like us to access this information please sign & date the Customer Consent Form below.*

**CUSTOMER CONSENT**

This consent will be used for the sole purpose of authorising Centrelink to provide information to Amélie Housing to assess your eligibility in relation to concessions or services provided by Amélie Housing.

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I understand if I withdraw my consent or do not alternatively provide proof of my circumstances/details, I may not be eligible for the concession/rebate/service provided by Amélie Housing.

**Signed**

**Date**

Day      Month      Year

.....



## Application for housing - Checklist

Use the checklist below to ensure that all supporting documentation is attached.

### PROOF OF INCOME

An Income & Asset Statement from Centrelink for ALL household members, or if your work, a letter from your employer.

### PROOF OF PERMANENT RESIDENCY IF NOT AUSTRALIAN BORN

Passport/Citizenship Certificate

### PROOF OF IDENTITY, 100 points

70 POINTS	40 POINTS	25 POINTS
Birth certificate Citizen certificate Passport	Australian drivers license Pension card Tertiary student ID	Medicare card Foreign drivers license Current credit card

### PROOF OF CURRENT ASSETS

Bank Statements

### CURRENT RENT RECEIPT

Copy of Residential Tenancy Agreement or Detailed rent receipt

### MEDICAL REPORT

A medical report from your doctor detailing your illness

### APPREHENDED DOMESTIC VIOLENCE ORDER (AVO)

If applicable

## What to do with the completed application?

Complete the form either electronically or by printing and scanning. Send with supporting document to [Admin@amelie.org.au](mailto:Admin@amelie.org.au)

Or

Post to your state or territory Vinnies office. Addresses can be found on our website <https://ameliehousing.org.au/contact/>