



**Link  
Housing**

**Affordable Rental Housing Tenancy Application**

### **Information for applicants**

- **A SEPARATE APPLICATION FORM IS TO BE COMPLETED BY EACH APPLICANT**
- Applicants must be 18 years of age or older.
- Applicants must not exceed the applicable income threshold.
- A separate application form is required to be completed for each household member over 18 years.
- If the application is successful you will be required to:
  - Pay two (2) week's rent, in advance;
  - Pay four (4) week's bond;
  - Complete a Tenancy Agreement and Condition Report.

### **ESSENTIAL DOCUMENTATION**

#### **Identification**

- Two (2) forms of identification (including one (1) photo identification) – eg: passport, driver's licence.
- Identification for any child under 18 included on your application, eg: Centrelink statement or Medicare card.

#### **Proof of Australian citizenship/Australian residency**

- Australian passport/citizenship certificate *or* permanent residency documentation.

#### **Proof of income/Proof of current assets**

Link Housing must take reasonable steps to accurately determine the gross (before tax) household income for the twelve (12) months prior to the day on which the applicant/s would become tenants. The following documents, though not an exhaustive list, may be reasonable in determining household income:

- Bank statement for each bank account showing previous twelve (12) months' transactions.
- Pay slips – four (4) most recent or pay slip showing year to date.
- Group certificate for previous financial year.
- Centrelink statement/s – current, if applicable.
- Last income tax return or, if self-employed, Profit & Loss Statement.
- Details of any other income received, eg: superannuation, dividends, workers' compensation payments.

**PROPERTY YOU ARE APPLYING FOR:** \_\_\_\_\_**Weekly rent:** \$ \_\_\_\_\_**Proposed lease commencement date:** \_\_\_\_\_**APPLICANT DETAILS**

1. Title:	
2. First name:	
3. Surname:	
4. Date of birth:	
5. Address:	
6. Contact numbers:	
7. Email address:	
8. Are you an Australian Citizen or Permanent Resident?	
9. Language spoken at home:	
10. Do you need an interpreter?	

**HOUSEHOLD DETAILS** (list the names of ALL other household members that will be living with you)

Full name	Date of birth	Male / Female	Relationship to you

**TENANCY HISTORY**

What is your current address?

Why are you leaving your current address?

How long have you lived at your current address?

How much rent do you pay per week?

Name of current landlord/agent:

Landlord/agent contact number:

Have you been evicted from any premises in the past five (5) years?

Please provide details of your two (2) previous tenancies:

Address Agent's contact details:	Start of tenancy	End of tenancy
Address Agent's contact details:		

**Do you own a pet?**YES NO 

Type:

Breed:

**INCOME**

Are you currently employed? YES  NO  Full time  Part time  Casual

Current employer:

Length of employment?

Employer's address:

Phone:

Email:

Position:

Salary:

Please provide details of previous employment for the past two (2) employers:

**Employer Name & Contact Details**

**Gross weekly income**

**Start date / End date**

Employer Name & Contact Details	Gross weekly income	Start date / End date

Were you self-employed at any time? YES  NO

*If YES you must provide a letter from your accountant stating GROSS (before tax) income earned and a personal Notice of Assessment or Tax Return from the most recent financial year.*

If you are studying, did you receive any payments from a parent/guardian? YES  NO

*If YES you must provide a signed letter from your parent/guardian stating the total amount provided per week/per month.*

Did you receive any payments from Centrelink? YES  NO

*If YES you must provide your latest Centrelink statement and payment history.*

Did you receive income from any other sources? YES  NO

*If YES please list details below and provide evidence of GROSS (before tax) payments.*

**Please provide information below on the total gross household income (i.e. before tax)**

Name of household member	Source of income	Gross weekly income

Do you own or part own any property?

YES

NO

(eg: housing or land)

If yes, please provide details:
What is the reason you are unable to live in this property?

**Applicant Declaration and Authority to Disclose Personal Information**

I declare that the information I have given on this form is true and correct.

I understand that I may be asked to supply additional documentary proof in support of any statements I have made. I also acknowledge that Link Housing may contact persons named in this application to verify information and/or seek references.

I acknowledge upon signing this document that I have disclosed all income sources for the last 12 months from the date of my application.

I understand that under the Affordable Housing Program my eligibility will be assessed on an annual basis.

I am aware that by signing this form I am giving my consent to Link Housing Limited to share my personal information to external parties including State and Commonwealth funding bodies and private owners for the purpose of assessing my eligibility for affordable housing. I understand that my personal information will be collected, stored, shared and discarded in accordance with the *NSW Privacy and Personal Information Protection Act 1998*.

**Name:**

**Address:**

**Signature:**

**Date:**

**Please forward your completed application (including all required documents) to:**

[affordableapplications@linkhousing.org.au](mailto:affordableapplications@linkhousing.org.au)

or post to:

**Link Affordable Housing  
PO Box 5124  
CHATSWOOD WEST NSW 2067**



## Affordable Rental Housing Evidence Requirements Checklist

To consider your application for affordable housing you must provide the following evidence to support your application along with this signed completed checklist. **HAVE YOU PROVIDED:**

<p><b>1.</b> Proof of identity (you must provide <b>TWO</b> from the list below for each person over the age of 18 years listed on your application):</p>	
<input type="checkbox"/> Birth certificate	<input type="checkbox"/> Marriage certificate
<input type="checkbox"/> Medicare card	<input type="checkbox"/> Motor vehicle driver's licence
<p><input type="checkbox"/> Current passport</p>	
<p><b>2.</b> Proof of citizenship/residency (you must provide at least <b>ONE</b> from the list below for each person over the age of 18 years listed on your application):</p>	
<input type="checkbox"/> Birth certificate	<input type="checkbox"/> Current passport from relevant country if not an Australian citizen but a permanent resident
<input type="checkbox"/> Current Australian passport	<input type="checkbox"/> Australian citizenship certificate
<p><b>3.</b> Proof of income (you must provide <b>ALL</b> from the list below that is relevant for each person over the age of 18 years listed on your application):</p>	
<input type="checkbox"/> 4 weeks' most recent pay slips	<input type="checkbox"/> Current Centrelink income statement or signed Centrelink Authorisation form (if receiving any income)
<input type="checkbox"/> Tax return for previous 12 months	<input type="checkbox"/> Profit and Loss statement for previous 12 months (if self employed)
<p><b>4.</b> Proof of current assets (you must provide <b>ALL</b> from the list below that is relevant for each person over the age of 18 years listed on your application)</p>	
<input type="checkbox"/> Records of any cash or term deposits	<input type="checkbox"/> Current bank statements for all accounts for last 12 months and Centrelink statements
<p><input type="checkbox"/> Proof of assets (eg: share certificates/market valuation of any property owned)</p>	
<p><b>5.</b> Proof of satisfactory tenancy (you must provide <b>ALL</b> from the list below):</p>	
<input type="checkbox"/> Rental ledger from current landlord or real estate agent	<input type="checkbox"/> Letter or contact number from your current landlord or real estate agent confirming satisfactory tenancy