

Application for Rentstart Bond Loan

Please make sure you have read Part E of the Rentstart application form which is available from any Department of Communities and Justice (DCJ) Housing office, or community housing provider participating in Housing Pathways, or from the DCJ website at <https://www.facs.nsw.gov.au/housing>.

Send your completed application to **Fax: 1300 722 404** or **email: rentstart@facs.nsw.gov.au**.
Please remove the staple before faxing.

Your application must include details of all people to be housed, including children. Each household member 18 years or over MUST complete an Additional Persons form.

This form should be read with the 'Private Rental: Documents You Need' fact sheet. A copy of this is available from the DCJ website <https://www.facs.nsw.gov.au/housing>.

Please provide all the information listed below for yourself and each person 18 years or over in your household.

- Two forms of identification (e.g. driver's licence, passport **OR** confirmation of identification signed by your real estate agent or a government employee)
- Statements for your bank accounts for the last four weeks (displaying history of transactions or savings bank passbook)
- Completed Property Information Form (Part C - to be completed by your real estate agent or landlord)
- Proof of income - your income confirmation details MUST be current. You will need to fax proof of income with your application, unless your sole income is from Centrelink. If this is the case, sign the Centrelink release of information section on page 4. Proof of income includes pay slips, they must show Year to Date (YTD) salary figures. If you are unable to provide the YTD figures, four current payslips need to be shown, or you can have your employer complete an Income from Employment form (Part D)
- Proof of current assets
- Passport or current visa (if you are not an Australian Citizen)
- If you are applying for assistance for more than three weeks bond, you will need to provide supporting documentation (for example: a Notice of Termination from your current agent/landlord, a medical certificate, letter from your support agency)

Note: We will not be able to process an incomplete application.

Checklist: Have you completed (and signed where relevant)

- Part A - *Application for Rentstart Bond Loan* form
- Part B - *Additional Persons* form - if there are additional people aged over 18 years to be housed with you
- Part C - *Property Information* form - to be completed by the real estate agent or property owner
- Part D - *Income from Employment* form or payslips - if you are employed
- Part E - *Bond Loan Agreement* - you must read and understand the Terms and Conditions of the Rentstart Bond Loan before you apply
- Authority for Bond Loan Deduction - if you are in receipt of any form of Centrelink payments, an Authority **must** be submitted with your application

Once your completed application is received, we will contact you on the phone number that you have provided in this application form. If you have provided a mobile number, an SMS will be sent within four hours to advise we have received your application. If you do not provide complete information, processing your application will be delayed. DCJ will assess your application in one working day (24 hours). If you have not received a response after one working day (24 hours), please call **1800 422 322**.

IF YOU ARE FAXING OR EMAILING THIS FORM, PLEASE DO NOT RETURN THIS PAGE.

Rentstart hours of operation

Mon - Fri	8.00am - 6.00pm
Sat	9.00am - 5.00pm
Phone	1800 422 322
Fax	1300 722 404

Postal Address

Housing Contact Centre
Locked Bag 7150
Liverpool BC NSW 1871

Part A - Application for Rentstart Bond Loan

1. Details of main applicant

Title
Mr, Mrs, Ms, Miss, Mx

Last name or family name

Given name(s)

Sex Male Female

Date of birth

Contact phone number Mobile

Email address

Centrelink Reference Number (if applicable)

Current residential address

Town/Suburb Postcode

2. What is the main language you speak at home?

English Other give details

What language?

3. Do you need an interpreter when dealing with DCJ?

This includes an interpreter for people with a hearing or speech impairment

Yes give details No

4. In what country were you born?

5. What is your current citizenship status?

- Australian citizen (Australian born or obtained citizenship)
- Permanent resident
- Sponsored migrant
- Refugee status
- Asylum seeker with bridging visa

What is your visa subclass number?

Date of arrival in Australia?

6. Are you of Aboriginal or Torres Strait Islander origin?

Yes give details No → Go to Q.7

Aboriginal

Torres Strait Islander

Aboriginal and Torres Strait Islander

Part A - Application for Rentstart Bond Loan

7. Have you been homeless within the last five years? Yes No → Go to Q.9

8. How many times have you been homeless within the last five years? (please indicate the number of times you have been homeless)

9. Are you homeless at the moment? Yes No → Go to Q.11

10. How long have you been homeless? (please place a number in the box within appropriate timeframe)
 Day(s) Month(s)
 Week(s) Year(s)

11. Do you have somewhere safe to stay tonight? Yes No

12. Are you at risk of becoming homeless sometime soon? Yes give details No → Go to Q.15

13. Where have you been staying? (e.g. streets, hostel, backpackers, friends, refuge, rented home etc.)

14. When will you be leaving the place where you are staying?

15. Is anyone on this application an employee of DCJ? Yes No

Full name

16. Have you had any previous assistance from DCJ? Yes No

17. What is the total amount of cash, shares, term deposits, other assets held by your household (if any)?

\$

18. Do you have deductions made from your household income? (e.g. maintenance, child support) Yes give details No

Deduction type and amount

Paid (weekly/fortnightly)

19. Do you or anyone to be housed with you own or part own any property? Yes No

You need to complete the *Details of Land or Property Ownership* form available on the DCJ website <https://www.facs.nsw.gov.au/housing>.

Part A - Application for Rentstart Bond Loan

Additional Assistance

DCJ will provide a Rentstart Bond Loan for up to 100% of the bond. However, clients are able to apply for less than 100% of a bond, but not less than 25%. In exceptional circumstances, a small amount of advance rent may be provided. To be eligible, you must have a significant reason for moving from your current accommodation such as a medical condition or eviction. We also consider situations where you or a household members personal safety is at risk such as in cases of domestic violence or child abuse or neglect. You must supply written supporting evidence such as legal documents or a doctor's letter setting out how you meet the requirements.

20. Do you wish to apply for additional assistance? (supporting evidence must be supplied)

Yes

No

What is the reason you need to move from your current accommodation?

Household members under 18 years:

Name	Date of Birth	Country of Birth	Relationship to Main Applicant	Does this child receive Austudy, ABStudy or Youth Allowance? (Y/N)
	DD/MM/YYYY			
	DD/MM/YYYY			
	DD/MM/YYYY			

Income Confirmation Scheme Consent Authority

If you or anyone on this application wish to participate in the Centrelink Income Confirmation Scheme please complete the consent form below.

This consent will be used for the sole purpose of authorising Centrelink to provide information to the Department of Community and Justice (DCJ) to assess your eligibility for concessions or services provided by DCJ.

If you do not want Centrelink to provide your information electronically to DCJ, you will need to obtain the information required from Centrelink yourself and provide it to DCJ.

Please read and sign the consent and the declaration below:

I authorise the Department of Community and Justice (DCJ) to use Centrelink Confirmation eServices to perform a Centrelink enquiry of my Centrelink Customer details and concession card status in order for DCJ to determine if I qualify for a concession, rebate or service.

I authorise the Australian Government Department of Human Services to provide the results of that enquiry to DCJ.

I understand that the Department of Human Services will use information I have provided to DCJ to confirm my eligibility for concessions, rebates or services and will disclose to DCJ my personal information including my name, address, concession card status, payment type, payment status, income, assets, one-off payments, deductions and shared care arrangements.

I understand that this consent, once signed, remains valid while I am a customer of DCJ unless I withdraw it by contacting DCJ or the Department of Human Services.

I understand that I can obtain proof of my circumstances/details from the Department of Human Services and provide it to DCJ so that my eligibility for concessions, rebates or services can be determined.

I understand that if I withdraw my consent or do not alternatively provide proof of my circumstances/details, I may not be eligible for the concessions, rebates or services provided by DCJ.

Family name	Given name(s)	Date of birth	Centrelink Customer Reference Number	Signature	Date
		DD/MM/YYYY			DD/MM/YYYY

More information about Centrelink Confirmation eServices is available from Centrelink or on Centrelink's website at www.humanservices.gov.au.

Part A - Application for Rentstart Bond Loan

Consent to Housing NSW

1. Pursuant to Section 71 of the *Housing Act 2001* and the *Privacy and Personal Information Protection Act 1998*, I consent, direct and authorise Housing NSW to disclose personal information regarding myself for the purpose of processing this application. This consent shall include disclosure to the Rental Bond Board and any relevant estate agency.
2. I also authorise DCJ to collect personal information regarding myself from any third party for the purpose of processing this application and direct such third party to provide to DCJ the information sought. This authority extends to and includes collection of information from third parties arising from claims for bond at conclusion of the lease.

Declaration by applicant

I certify that the information I have given is true and correct.

- a) I understood the instructions given on the form.
- b) I declare all the information I have given is true and correct to the best of my knowledge.
- c) I am aware the maximum penalty under the *Housing Act 2001* for making a false statement or representations is a fine of \$2,200.
- d) I understand DCJ may refuse further assistance or prosecute me if I have made any wilfully false statements as a result of which I obtain accommodation or financial benefit of any kind.

Please mark to confirm

I have read the Rentstart Bond Loan Terms and Conditions (Part E)

Yes No

I have understood the Rentstart Bond Loan Terms and Conditions (Part E)

Yes No

I have decided to seek independent expert advice to have the Terms and Conditions (Part E) explained to me

Yes No

Sign here

Date

DD/MM/YYYY

Full name (please print)

Declaration from person assisting or completing this application on behalf of the applicant

Please sign below if you have complied with and you understand the following statements:

- a) I filled in this form on the basis of the information the applicant gave me.
- b) I have read out the form and the answers to the applicant who seemed to understand them.
- c) I understand that monetary penalties including imprisonment for a period of up to six months may be imposed by a court if I have made any wilfully false statement as a result of which I obtain accommodation or financial benefit of any kind.
- d) I understand Housing NSW may refuse further assistance or prosecute me if I have made any wilfully false statements as a result of which I obtain accommodation or financial benefit of any kind.

Please mark to confirm

I have read the Rentstart Bond Loan Terms and Conditions to the applicant (Part E)

Yes No

The applicant seemed to understand the Rentstart Bond Loan Terms and Conditions (Part E)

Yes No

I have assisted the applicant to seek independent expert advice to have the Terms and Conditions (Part E) explained to them

Yes No

Sign here

Date

DD/MM/YYYY

Full name (please print)

Office use only - Documentation sighted and certified (Can be completed by a DCJ officer, licensed real-estate agent or staff from other NSW Government agencies)

Citizenship

Type

Number

ID

Type

Number

Name

Position

Signature

Agency

Date

DD/MM/YYYY

Is this a joint or shared household?

Yes

No

Is this client receiving a Private Rental Subsidy?

Yes

No