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 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)
- Authority for Bond Loan Deduction - if you are in receipt of any form of Centrelink payments, an Authority must be submitted with your application

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

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.

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**: 
   - **Last name or family name**: 
   - **Given name(s)**: 
   - **Sex**: [ ] Male  [ ] Female
   - **Date of birth**: DD/MM/YYYY
   - **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**: 

3. **Do you need an interpreter when dealing with DCJ?**
   - [ ] Yes
   - [ ] No
   - **Give details**: 

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?**: DD/MM/YYYY

6. **Are you of Aboriginal or Torres Strait Islander origin?**
   - [ ] Yes
   - [ ] No  Go to Q.7
   - **Give details**: 
   - [ ] Aboriginal
   - [ ] Torres Strait Islander
   - [ ] Aboriginal and Torres Strait Islander
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  
    [ ] No → Go to Q.15  
    give details

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

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  
    [ ] No → give details  
    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?

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**Household members under 18 years:**

<table>
<thead>
<tr>
<th>Name</th>
<th>Date of Birth</th>
<th>Country of Birth</th>
<th>Relationship to Main Applicant</th>
<th>Does this child receive Austudy, ABStudy or Youth Allowance? (Y/N)</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>DD/MM/YYYY</td>
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**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**

<table>
<thead>
<tr>
<th>Given name(s)</th>
<th>Date of birth</th>
<th>Centrelink Customer Reference Number</th>
<th>Signature</th>
<th>Date</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>DD/MM/YYYY</td>
<td></td>
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<td>DD/MM/YYYY</td>
</tr>
</tbody>
</table>

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.

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 [X] 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:

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 [X] 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 [ ]
Agency [ ]

Signature [ ]

Date DD/MM/YYYY

Is this a joint or shared household? Yes [ ] No [ ]

Is this client receiving a Private Rental Subsidy? Yes [ ] No [ ]

DH3049A 11/19