



## Details of Land or Property Ownership

This form is to be completed by a tenant or an applicant for social housing if you, or someone in your household:

- owns or part owns land or property, or
- has sold or transferred ownership of land or property, or
- has an interest in land or property that is part of a deceased estate.

**Note:** This applies to residential or commercial land or property that is in Australia or overseas. Your household includes all of the people included on your Application for Housing Assistance or in your social housing tenancy.

Please use BLOCK LETTERS and print in black or blue pen only. Please mark all relevant boxes with a . If you need more space, please write on a blank page and attach it to this form. For information or assistance with this form, phone 1800 422 322, 24 hours a day, 7 days a week.

Attach to this form one of the following documents:

- Deeds for the property or land
- Statement from a mortgage lender showing mortgage repayments or loan agreement
- Recent rate notices
- Professional evaluation of the market value
- Centrelink Income Statement, unless your household has already signed an Income Confirmation Scheme (ICS) Consent Authority

Questions that we need additional evidence for are marked with .

### Office Use Only

T File number

Client reference number

Application reference number

### Client details

Title   
Mr, Mrs, Ms, Miss, Mx

Last name or family name

First and middle name(s)

Date of birth

Unit/House number  Street/Avenue

Town/Suburb  Postcode

### Details of the property/land

1. Address Lot  Unit/House number

Street/Avenue

Town/Suburb  Postcode

Country

2. Is the property/land?

Commercial

Residential

2a. Is it?



Attach proof.

Land only  
give the dimensions of the land

Property/dwelling  
(e.g. house, unit, warehouse)  
give details including the type of property and number of bedrooms

3. Is the property/land for sale?



Attach proof.

Yes  
give details including the advertised price and estimated settlement date

No

4. Is the property/land?



Attach receipts showing any rent or other income currently received from the property/land.

Vacant

Rented  
give details of the weekly rent received and the managing agent (where applicable)

4a. If someone is renting the property/land, when does the agreement expire?

5. Is the property/land subject to a legal dispute?



Attach proof.

Yes

No

6. Is the property/land part of a deceased estate?

Yes — go to Part A  No

7. Who owns the property/land?

**Note:** this includes joint tenancy and tenancy in common.

Name of owner(s)	Relationship to you	% owned

7a. Is the property/land title registered in another name?

Yes  
provide the name on the land title

No

8. Date of purchase

9. Purchase price

10. Is the property/land still owned by the person/s listed in question 7?  Yes  No → go to Part B

11. Are loan repayments being made on the property/land?  Yes  No  
↓  
amount of repayment per week

12. What is the balance owing on the property/land? (excluding interest)

13. What is the current market value of the property/land?

**If you or your partner own or part own the property or land complete Part C**

**Part A - Complete this section if the property/land is part of a deceased estate**

14. Who are the beneficiaries of the property/land?

Name of beneficiaries	Relationship to you	Expected return
		\$
		\$
		\$
		\$


15. Who is the executor of the estate?

16. What is the outstanding debt owing on the property/land? (if any)

17. Are you or a member of your household in a position to purchase the property/land?  Yes  No

**Part B - Complete this section if the property/land is no longer owned by you or a member of your household**

18. Date of sale or transfer of ownership

 Attach a solicitor's statement to show equity from the sale of the property or transfer of ownership.

19. Sale price (if applicable)

20. Net amount received by you and/or a member of your household

\$

21. Solicitor's name and contact details

**Part C - Complete this section if you or your partner own or part own the property or land**

22. If it is a property with a dwelling, why can't you live in it?



Attach proof.

- It doesn't have enough bedrooms
- A member of your household has special housing requirements - see item 22 on the *Evidence Requirements Information Sheet*
- It is not habitable - see item 14 on the *Evidence Requirements Information Sheet*
- It is in an isolated location
- It is interstate
- It is overseas
- It is subject to a legal dispute
- Other give details

23. If it is land, why can't you build on it?



Attach proof.

24. Can the property/land be sold?



Attach proof.

- Yes
- No give reasons

**25. Consent of additional person**

If a person included on this form is AGED 16 YEARS AND OVER they must provide their written permission for their personal information to be collected by the tenant or applicant for social housing.

To do this, they need to read the statement below and sign and date this form.

I give my permission for:

- my personal information on this form to be collected by the tenant or applicant for social housing.
- the proper use of my personal information by social housing providers in order to process this form.

Name	Signature	Date
		DD/MM/YYYY
		DD/MM/YYYY
		DD/MM/YYYY
		DD/MM/YYYY
		DD/MM/YYYY

**26. DCJ Privacy Notice**

This privacy notice applies to the Department of Communities and Justice (the Department). The Department together with its related agencies complies with NSW privacy legislation when collecting and managing personal and health information. The information we collect from you or from an authorised third party will be held by the program that collects it. It will be used to deliver services and to meet our legal responsibilities. We may also use your information within the Department as a whole to plan, coordinate and improve the way we provide services and may exchange your information with other social housing providers for the purpose of assessing your continuing eligibility for social housing and providing an appropriate service. The Department is also legally authorised to disclose information to outside bodies in certain circumstances.

Further information about your privacy rights can be found on the Department’s website: [www.facs.nsw.gov.au/site\\_information/privacy](http://www.facs.nsw.gov.au/site_information/privacy) or by calling: 02 9377 6000 or by emailing: [privacy@facs.nsw.gov.au](mailto:privacy@facs.nsw.gov.au).

**Notice and Declarations**

Under the *Housing Act 2001* a fine of up to \$2,200 and/or three months imprisonment applies for making a false statement or representation. Anyone who wilfully makes any false statements that result in them obtaining accommodation or other financial benefit of any kind may be refused further assistance by social housing providers or prosecuted.

**Notice:** Your personal information and any relevant health information provided on this form will be exchanged between social housing providers (public, community and Aboriginal housing) for the purpose of assessing your continuing eligibility for social housing and providing an appropriate service. The Department may also collect information from your former social housing landlord or their agent (if you have one), including information about any debt.

**Declaration**

- I understand the instructions given on this application.
- To the best of my knowledge, the information provided in this application is correct.
- I understand there are penalties for giving false or misleading information.
- I understand and agree that DCJ may collect information from my former social housing landlord or their agent, including information about any debt.
- I consent to the personal and medical information I have provided in this application, and which is stored in DCJ’ records, being shared with other social housing providers so that appropriate services can be identified and delivered.

Title   
 Mr, Mrs, Ms, Miss

Last name or family name

First and middle name(s)

Signature

Date

**27. Is there another person helping you to fill out this form?**

Yes  No  
 that person should read and sign the declaration below

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

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

Title   
 Mr, Mrs, Ms, Miss

Last name or family name

First and middle name(s)

Signature

Date  Phone