



# Application to Purchase a Department of Family and Community Services Home

Please print in BLOCK LETTERS with a black or blue pen

This form is to be completed by a tenant wanting to purchase their Department of Family and Community Services (FACS) home. For information or assistance with this form, phone **1800 422 322**, 24 hours a day, seven days a week.

Client reference number

Payment reference number

T File number

## Tenant details

### Tenant 1

Mr/Mrs/Ms/Miss

Family name

Given name(s)

Phone

Mobile

### Tenant 2

Mr/Mrs/Ms/Miss

Family name

Given name (s)

Phone

Mobile

Address

Unit /House number

Street

Town/suburb

Postcode

## Property details

1. Have any alterations been made to the property?

Yes

No

Go to 3

Please provide details below

Nature of alteration	Date
	DD / MM / YYYY
	DD / MM / YYYY
	DD / MM / YYYY
	DD / MM / YYYY
	DD / MM / YYYY
	DD / MM / YYYY

2. Was FACS approval obtained to carry out these alterations ?

 Yes No

3. For sale to proceed, an inspection and valuation by an independent valuer will be necessary

- I/we can be contacted on the numbers noted above to arrange this valuation.
- I/we enclose a Cheque/Money Order for \$220.00 (GST inclusive) as a valuation fee (non-refundable in most cases).
- I/we enclose a letter showing our approximate purchasing power.

## Notice

### FACS Privacy Notice

This privacy notice applies to the Department of Family and Community Services (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).

Your personal information and any relevant information provided on this form will be exchanged between social housing providers (public, community and Aboriginal housing) for the purpose of processing this form.

Full name of applicant 1  
(please print)

Signature

Date of request

Full name of applicant 2  
(please print)

Signature

Date of request

### Office Use Only

Application number

Receipt number for valuation fee

Date request received

Update UDA's in Right to buy details