

Additional bond loan applicants

(for use with Application for a Bond Loan)

Section F: Other applicants who are applying for a bond loan

About them		
This section should be completed for other members of your household who are applying for a Bond loan. Do not include details of dependants here, except where asked. If there are no other people applying, please go to Section G.		
	Household applicant	Household applicant
F1. Title:	<input type="checkbox"/> Mr <input type="checkbox"/> Miss <input type="checkbox"/> Ms <input type="checkbox"/> Mrs <input type="checkbox"/> Dr <input type="checkbox"/> Prof	<input type="checkbox"/> Mr <input type="checkbox"/> Miss <input type="checkbox"/> Ms <input type="checkbox"/> Mrs <input type="checkbox"/> Dr <input type="checkbox"/> Prof
F2. Name: Please provide proof of their identity. This can be one form of identification with a photograph and signature (for example, passport or driver's licence) or two other identity documents for each person (for example Medicare card, Health care card, birth certificate).	Family name: _____ First name: _____ Middle name: _____ Previous family name: _____ Preferred name: _____	Family name: _____ First name: _____ Middle name: _____ Previous family name: _____ Preferred name: _____
F3. Date of birth:	<u>DD</u> / <u>MM</u> / <u>YYYY</u>	<u>DD</u> / <u>MM</u> / <u>YYYY</u>
F4. Gender:	<input type="checkbox"/> Male <input type="checkbox"/> Female	<input type="checkbox"/> Male <input type="checkbox"/> Female
F5. Marital status:	<input type="checkbox"/> Never married <input type="checkbox"/> Widowed <input type="checkbox"/> Divorced <input type="checkbox"/> Separated <input type="checkbox"/> Married <input type="checkbox"/> De facto	<input type="checkbox"/> Never married <input type="checkbox"/> Widowed <input type="checkbox"/> Divorced <input type="checkbox"/> Separated <input type="checkbox"/> Married <input type="checkbox"/> De facto
F6. Aboriginal or Torres Strait Islander (please tick all boxes that apply):	<input type="checkbox"/> No <input type="checkbox"/> Yes, Aboriginal <input type="checkbox"/> Yes, Torres Strait Islander	<input type="checkbox"/> No <input type="checkbox"/> Yes, Aboriginal <input type="checkbox"/> Yes, Torres Strait Islander
F7. Contact phone number:		
F8. Country of birth:		
F9. Residency status: Please provide proof of residency status for each applicant not born in Australia (for example, Certificate of Australian citizenship, visa, passport or a letter from the Department of Immigration and Citizenship).	<input type="checkbox"/> Australian citizen <input type="checkbox"/> Permanent resident <input type="checkbox"/> New Zealand resident <input type="checkbox"/> Sponsored migrant <input type="checkbox"/> Temporary Protection Visa <input type="checkbox"/> Temporary Resident Visa Arrival date: <u>MM</u> / <u>YYYY</u> Temporary Protection Visa Class:	<input type="checkbox"/> Australian citizen <input type="checkbox"/> Permanent resident <input type="checkbox"/> New Zealand resident <input type="checkbox"/> Sponsored migrant <input type="checkbox"/> Temporary Protection Visa <input type="checkbox"/> Temporary Resident Visa Arrival date: <u>MM</u> / <u>YYYY</u> Temporary Protection Visa Class:
F10. Is this applicant subject to the Centrelink preclusion period? If yes, please give expiry date.	<input type="checkbox"/> Yes Expiry date: <u>DD</u> / <u>MM</u> / <u>YYYY</u> <input type="checkbox"/> No	<input type="checkbox"/> Yes Expiry date: <u>DD</u> / <u>MM</u> / <u>YYYY</u> <input type="checkbox"/> No
F11. Is this applicant under an Assurance of Support? If yes, please give the expiry date.	<input type="checkbox"/> Yes Expiry date: <u>DD</u> / <u>MM</u> / <u>YYYY</u> <input type="checkbox"/> No	<input type="checkbox"/> Yes Expiry date: <u>DD</u> / <u>MM</u> / <u>YYYY</u> <input type="checkbox"/> No

Accessible format

If you would like to receive this publication in an accessible format, please contact your local Housing Office, using the National Relay Service 13 36 77 if required.

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Authorised by the Victorian Government
50 Lonsdale Street, Melbourne

July 2009

Further copies of this application form are available from local Housing Offices and rural bond agents.

This form is also available at www.housing.vic.gov.au .

Printed on sustainable paper by:
Big Print, 45 Buckhurst Street, Sth Melbourne 3205

Section F (continued): Other applicants who are applying for a bond loan

	Household applicant (cont.)	Household applicant (cont.)
F12. Preferred spoken language:	<input type="checkbox"/> English <input type="checkbox"/> Somali <input type="checkbox"/> Arabic <input type="checkbox"/> Spanish <input type="checkbox"/> Cantonese <input type="checkbox"/> Turkish <input type="checkbox"/> Croatian <input type="checkbox"/> Vietnamese <input type="checkbox"/> Mandarin <input type="checkbox"/> Other (please specify) _____ <input type="checkbox"/> Polish <input type="checkbox"/> Russian	<input type="checkbox"/> English <input type="checkbox"/> Somali <input type="checkbox"/> Arabic <input type="checkbox"/> Spanish <input type="checkbox"/> Cantonese <input type="checkbox"/> Turkish <input type="checkbox"/> Croatian <input type="checkbox"/> Vietnamese <input type="checkbox"/> Mandarin <input type="checkbox"/> Other (please specify) _____ <input type="checkbox"/> Polish <input type="checkbox"/> Russian
F13. Does this applicant require an interpreter?	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No
F14. Preferred written language:	<input type="checkbox"/> English <input type="checkbox"/> Somali <input type="checkbox"/> Arabic <input type="checkbox"/> Spanish <input type="checkbox"/> Cantonese <input type="checkbox"/> Turkish <input type="checkbox"/> Croatian <input type="checkbox"/> Vietnamese <input type="checkbox"/> Mandarin <input type="checkbox"/> Other (please specify) _____ <input type="checkbox"/> Polish <input type="checkbox"/> Russian	<input type="checkbox"/> English <input type="checkbox"/> Somali <input type="checkbox"/> Arabic <input type="checkbox"/> Spanish <input type="checkbox"/> Cantonese <input type="checkbox"/> Turkish <input type="checkbox"/> Croatian <input type="checkbox"/> Vietnamese <input type="checkbox"/> Mandarin <input type="checkbox"/> Other (please specify) _____ <input type="checkbox"/> Polish <input type="checkbox"/> Russian

About their income and assets

If they receive any income from **Centrelink**, they can either:

- provide documentary proof of their income and assets, including a current statement (less than two weeks old) from **Centrelink** showing the type and amount of income received and the other asset documentation, including property documentation, that we ask for, or
- give us permission to confirm their information about their income and assets with Centrelink using the Income Confirmation Service. If they use the Income Confirmation Service, they do not need to give us the income and assets documents we ask for. However they must still give us documents we ask for about any property assets that they own.

If they receive an income from **Veterans Affairs**, they must give us a current statement (less than two weeks old) from Veterans Affairs showing the type and amount of income received and the asset documentation, including property documentation, that we ask for.

If they are a **wage earner**, they must give us pay slips or a wage statement signed by their employer showing the gross (before tax) income for the last 13 weeks (or from the date they started work if they have been employed for less than 13 weeks) and the asset documentation, including property documentation, that we ask for.

If they are **self employed**, they must fill in a Self Employed 13 Week Profit & Loss Statement. Please ask us for this form. They must also give us documentation for any other income they receive and the asset documentation, including property documentation, that we ask for.

	Household applicant		Household applicant	
F15. Please provide their Centrelink Reference Number (CRN) or Veterans Affairs (DVA) number.	CRN or DVA:		CRN or DVA:	
F16. Do they agree to use the Income Confirmation Service, so that the department can validate their income with Centrelink?	<input type="checkbox"/> Yes Please sign the Income Confirmation Authority on page 11 and then continue on to question F17. <input type="checkbox"/> No		<input type="checkbox"/> Yes Please sign the Income Confirmation Authority on page 11 and then continue on to question F17. <input type="checkbox"/> No	
F17. Please tell us about all the income they receive, for example, Centrelink, Veterans Affairs, wages, compensation payments.	Income type:	Gross income (per week): \$ _____	Income type:	Gross income (per week): \$ _____
	Income type:	Gross income (per week): \$ _____	Income type:	Gross income (per week): \$ _____
	Income type:	Gross income (per week): \$ _____	Income type:	Gross income (per week): \$ _____
	Income type:	Gross income (per week): \$ _____	Income type:	Gross income (per week): \$ _____

Section F (continued): Other applicants who are applying for a bond loan

	Household applicant (cont.)			Household applicant (cont.)		
F18. Do you own or part own any real estate?	<input type="checkbox"/> Yes If yes, please provide details below. <input type="checkbox"/> No If no, go to question F20.			<input type="checkbox"/> Yes If yes, please provide details below. <input type="checkbox"/> No If no, go to question F20.		
F19. Property Ownership If they own or part own any real estate or land, please tell us about the property. An applicant who owns or has an interest in real estate in Australia is ineligible for a bond loan unless they confirm they are unable to live in the property and unable to sell their equity in the real estate. If the applicant is unable to live in the property and are unable to sell their equity, they are required to provide the relevant documentation from their Real Estate Agent, Solicitor and or other relevant support agency to confirm their circumstances. For further details on the required documentation please contact your local housing office.	Unit: _____ Street number: _____ Street name: _____ Suburb/town: _____ State: _____ Postcode: _____ Asset value \$ _____ Are they able to live in the property permanently? <input type="checkbox"/> Yes <input type="checkbox"/> No (Reason): _____ Can this asset be sold? <input type="checkbox"/> Yes <input type="checkbox"/> No (Reason): _____ Is the property for sale? <input type="checkbox"/> Yes <input type="checkbox"/> No (Reason): _____ Is there a dispute for settlement, or do they have an application for settlement in the Family Court regarding the property? <input type="checkbox"/> Yes <input type="checkbox"/> No (Reason): _____			Unit: _____ Street number: _____ Street name: _____ Suburb/town: _____ State: _____ Postcode: _____ Asset value \$ _____ Are they able to live in the property permanently? <input type="checkbox"/> Yes <input type="checkbox"/> No (Reason): _____ Can this asset be sold? <input type="checkbox"/> Yes <input type="checkbox"/> No (Reason): _____ Is the property for sale? <input type="checkbox"/> Yes <input type="checkbox"/> No (Reason): _____ Is there a dispute for settlement, or do they have an application for settlement in the Family Court regarding the property? <input type="checkbox"/> Yes <input type="checkbox"/> No (Reason): _____		
F20. Do they have any other assets? Assets generally include money in the bank, shares, mobile homes, businesses and so on. Assets generally do not include personal belongings, your car, furniture or assets that cannot be realised.	<input type="checkbox"/> Yes If yes, please go to question F21. <input type="checkbox"/> No If no, please go to question F22.			<input type="checkbox"/> Yes If yes, please go to question F21. <input type="checkbox"/> No If no, please go to question F22.		
F21. Other Assets If they have not agreed to use the Income Confirmation Service, they must give us a copy of their bank book or bank statement (less than two weeks old). This can be an ATM statement if their card number appears on the print out and they can show that they are the cardholder. If they have any other assets, they must also provide proof of their value.	Asset type:	Value: \$ _____	Can they cash in or sell this asset? <input type="checkbox"/> Yes <input type="checkbox"/> No	Asset type:	Value: \$ _____	Can they cash in or sell this asset? <input type="checkbox"/> Yes <input type="checkbox"/> No
	Asset type:	Value: \$ _____	Can they cash in or sell this asset? <input type="checkbox"/> Yes <input type="checkbox"/> No	Asset type:	Value: \$ _____	Can they cash in or sell this asset? <input type="checkbox"/> Yes <input type="checkbox"/> No
	Asset type:	Value: \$ _____	Can they cash in or sell this asset? <input type="checkbox"/> Yes <input type="checkbox"/> No	Asset type:	Value: \$ _____	Can they cash in or sell this asset? <input type="checkbox"/> Yes <input type="checkbox"/> No
	Asset type:	Value: \$ _____	Can they cash in or sell this asset? <input type="checkbox"/> Yes <input type="checkbox"/> No	Asset type:	Value: \$ _____	Can they cash in or sell this asset? <input type="checkbox"/> Yes <input type="checkbox"/> No
F22. What is their role in the household?	<input type="checkbox"/> Single <input type="checkbox"/> Partnered to: _____			<input type="checkbox"/> Single <input type="checkbox"/> Partnered to: _____		
F23. What will their share of the rent be in the property you want to rent?	\$ _____			\$ _____		
F24. Do they have any dependent children which have not already been included on this form?	Number of dependants: _____			Number of dependants: _____		

Section G: Current or previous assistance from the Office of Housing

Public Housing			
G1. Does anyone included in this application have a current Application for Rental Housing registered with this department?	<input type="checkbox"/> Yes <input type="checkbox"/> No If no, go to question G4		
G2. If yes, do you wish to change the postal address for the rental application?	<input type="checkbox"/> Yes Please provide names and Housing Application number/s below. <input type="checkbox"/> No If no, go to question G4.		
G3. Current Application for Rental Housing details:	<table border="1"> <tr> <td>Print name(s): _____ _____ _____</td> <td>Application number: _____ _____ _____</td> </tr> </table>	Print name(s): _____ _____ _____	Application number: _____ _____ _____
Print name(s): _____ _____ _____	Application number: _____ _____ _____		

Bond Loan							
G4. Has anyone included in this application received a Bond Loan from this department before?	<input type="checkbox"/> Yes Please provide names and previous Bond Loan details below. <input type="checkbox"/> No If no, please go to Section H.						
G5. Full name:	<table border="1"> <thead> <tr> <th>Applicant</th> <th>Applicant</th> </tr> </thead> <tbody> <tr> <td>Full name: _____ _____</td> <td>Full name: _____ _____</td> </tr> <tr> <td>Address of property: Unit: _____ Street number: _____ Street name: _____ Suburb/town: _____ State: _____ Postcode: _____</td> <td>Unit: _____ Street number: _____ Street name: _____ Suburb/town: _____ State: _____ Postcode: _____</td> </tr> </tbody> </table>	Applicant	Applicant	Full name: _____ _____	Full name: _____ _____	Address of property: Unit: _____ Street number: _____ Street name: _____ Suburb/town: _____ State: _____ Postcode: _____	Unit: _____ Street number: _____ Street name: _____ Suburb/town: _____ State: _____ Postcode: _____
Applicant	Applicant						
Full name: _____ _____	Full name: _____ _____						
Address of property: Unit: _____ Street number: _____ Street name: _____ Suburb/town: _____ State: _____ Postcode: _____	Unit: _____ Street number: _____ Street name: _____ Suburb/town: _____ State: _____ Postcode: _____						
G6. When did they apply?	<table border="1"> <tr> <td><u>DD</u> / <u>MM</u> / <u>YYYY</u></td> <td><u>DD</u> / <u>MM</u> / <u>YYYY</u></td> </tr> </table>	<u>DD</u> / <u>MM</u> / <u>YYYY</u>	<u>DD</u> / <u>MM</u> / <u>YYYY</u>				
<u>DD</u> / <u>MM</u> / <u>YYYY</u>	<u>DD</u> / <u>MM</u> / <u>YYYY</u>						
G7. Has this loan been repaid?	<input type="checkbox"/> Yes If yes, go to Section H. <input type="checkbox"/> No						
G8. If no, please provide a reason why:							

Section H: Statutory Declaration to be signed by all applicants

People who wilfully provide false information to the Department of Human Services in order to obtain a Bond Loan may be liable for penalties under Section 40 of the *Housing Act 1983*. Furthermore, any person or persons making a false declaration are liable to the penalties of perjury under the *Evidence Act 1958* which may include imprisonment.

I / We	Applicant	Applicant
	Full name: _____ _____	Full name: _____ _____
Of (current address)	Unit: _____ Street number: _____ Street name: _____ Suburb/town: _____ State: _____ Postcode: _____	Unit: _____ Street number: _____ Street name: _____ Suburb/town: _____ State: _____ Postcode: _____
To the Department of Human Services, 50 Lonsdale Street, Melbourne 3000.		

1. ACKNOWLEDGE that the bond money paid on my behalf to the estate agent or landlord is a loan advanced by the Director of Housing to me.
2. ACKNOWLEDGE that all applicants are jointly and severally liable for any outstanding Bond Loan amount. This means that each applicant and all applicants together are liable for the whole bond debt as per the original Bond Loan agreement. If any part of the bond is legally withheld by the estate agent or landlord, the bond debt is equally divided amongst the household members. Before receiving a further Bond Loan, I may be required to sign an agreement to repay the remaining Bond Loan amount allocated to the other household members.
3. AUTHORISE the Department of Human Services to issue a cheque payable to the Residential Tenancies Bond Authority, and undertake to provide this cheque to the estate agent or landlord together with the covering letter and Bond Lodgement form given to me by the Office of Housing.
4. AGREE
 - to repay the loan immediately to the Department of Human Services if the bond money is returned to me during or after my tenancy
 - to return to the Department of Human Services the cheque for the bond money if the tenancy of the rented premises does not proceed, and
 - to participate in any legal proceedings for the recovery of the bond money.
5. ACKNOWLEDGE that I have understood the instructions and information given on this application form, and
6. DECLARE that to the best of my knowledge, all the information in this application for a Bond Loan has been provided and that the information I have provided is true and correct.

This Statutory Declaration is made on date: DD / MM / YYYY at _____ in Victoria, and is declared by:

Full name of applicant:

Signature of applicant:

Full name of applicant:

Signature of applicant:

Witnessed before me

A person who is authorised under section 107A (1) and 123C of the Evidence Act to witness the signing of a Statutory Declaration

(For example, a Housing Services Officer, justice of the peace, member of parliament or municipal councillor, medical practitioner, pharmacist, veterinarian, school principal, or bank manager)

_____ (print name)

_____ (signature)

Address: _____

Authorised title: _____

Date: DD / MM / YYYY at _____ in Victoria

Section I: Authority for Centrelink to release customer information to the Director of Housing

I/we authorise Centrelink to provide the **DIRECTOR OF HOUSING**, being a body corporate established under the *Housing Act 1983 (Vic)* of 50 Lonsdale Street, Melbourne ("**Director**"), or his/her representative, with statements of information to assist in the assessment of one or more of the following:

- entitlement for rental rebate
- ongoing eligibility for public housing
- application for bond assistance
- application for rental housing/early housing

I/we understand that the information provided by Centrelink to the Director or his/her representative, may contain but is not limited to the following, where applicable:

- the type, amount and date received, of the benefit/pension/allowance payment made
- the number of dependent children used to assess any family payments
- the percentage of shared care custody
- payment deduction details such as Child Support Agency payments, Centrepay and government rent deductions, Centrelink withholdings and Australian Tax Office payments
- income from casual earnings/salary, overseas pensions, payments from other government departments, child maintenance, returns on investments etc.
- irregular payments made by Centrelink e.g. Utility Allowance
- assets, including allocated pensions, shares, managed investments, real estate, motor vehicles, gifted and overseas assets
- address confirmation

I/we understand that this authority, once signed, is effective for the period I /we are a client of the Director of Housing or his/her representative. I understand that this authority, which is ongoing, can be revoked at any time by giving notice to the Director of Housing or his/her representative.

I/we understand that this authority is voluntary and can be withdrawn at any time by giving notice to the Director or his/her representative.

Household applicant	Household applicant
Full name: _____ _____	Full name: _____ _____
Date of birth: <u>DD</u> / <u>MM</u> / <u>YYYY</u>	Date of birth: <u>DD</u> / <u>MM</u> / <u>YYYY</u>
Unit: _____ Street number: _____ Street name: _____ Suburb/town: _____ State: _____ Postcode: _____	Unit: _____ Street number: _____ Street name: _____ Suburb/town: _____ State: _____ Postcode: _____
Centrelink Reference Number (CRN): _____	Centrelink Reference Number (CRN): _____
Signature: _____ Date: <u>DD</u> / <u>MM</u> / <u>YYYY</u>	Signature: _____ Date: <u>DD</u> / <u>MM</u> / <u>YYYY</u>

