

Application for a Bond Loan

Department of Human Services – Office of Housing

This bond loan application is for private renters seeking an interest-free loan from the Office of Housing to help cover the cost of a rental bond.

Who can apply

You can apply for a Bond Loan as a single person, a couple, a family or a shared household.

In general, to be considered for a Bond Loan you must

- Not exceed the current Bond Loan income and asset limits
- Not own or part own a house, unit or flat
- Have Australian citizenship or permanent residency status
- Repay any money that you still owe from a previous public housing tenancy or Bond Loan
- Not rent a property that will cost more than 55% of your gross weekly household income, and
- Provide proof of identity, residency status, income and assets, for each person applying
- Generally, we cannot issue a Bond Loan to you if you have already paid the bond to the owner or agent.

How to apply

- Fill in the form in CAPITAL letters
- Attach all the documents we ask for
- Have all applicants sign the Declaration
- Ask the Real estate agent or landlord to fill in Section C and E (if applicable)
- Fill in the checklist at the back of the form, and
- Take or send your application to your local Housing Office (or Bond Agent if you live in a rural area).

Local Housing Offices are listed in the government section of the White Pages directory under Human Services – Housing Services and on our website at www.housing.vic.gov.au.

Generally applications take up to three working days to assess. Your local Housing Office can tell you how long it will take to make a decision about your application.

If your application is approved, a cheque made payable to the Residential Tenancies Bond Authority will be given to you or sent directly to your landlord or their agent. The cheque will be accompanied by a Bond Lodgement form, which the landlord will use to lodge the bond with the Residential Tenancies Bond Authority.

For further information, please ask for a copy of the Office of Housing's Bond Loan brochure or fact sheet.

Centrelink's Income Confirmation Service

The Income Confirmation Service allows Centrelink to give the Office of Housing your current or historical information about payments received, number of dependants and your percentage of care, Centrelink deductions, income, assets, confirmation of your current address and confirmation of your marital status.

Although use of the Income Confirmation Service is voluntary, we recommend that household members who receive a Centrelink payment use the Income Confirmation Service, as it may mean a quicker answer on your application.

Your information

All information you give us will be handled in accordance with the *Health Records Act 2001* and the *Information Privacy Act 2000*.

Your information is collected to assess your eligibility for a Bond Loan. The Department of Human Services is committed to providing coordinated care. If you are a client of another program of the department, your information may be disclosed to that program to assist in delivery of services to you.

Your information will not be used or disclosed for any other purpose without your consent, or unless there is a legal requirement to do so.

You can access your information held by the department by speaking to a Housing Services Officer at your local Housing Office or contacting the Freedom of Information Unit on (03) 9096 8449. Please do not call this number to find out if your Bond Loan has been approved.

You may choose not to give us some or all of the information we ask for, however we may not be able to help you with a Bond Loan as a result.

You can withdraw this application at any time by notifying your local Housing Office. Collection of information necessary to assess your application will then cease.

Office use only

Date received: DD / MM / YYYY Date registered: DD / MM / YYYY Bond reference number: _____

Name of Housing Services Officer: _____ Name of Bond agency: _____

Income proof confirmed and attached **Yes / No** ID proof confirmed and attached **Yes / No** Landlord section completed **Yes / No**

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50 Lonsdale Street, Melbourne

June 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 .

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1-9 Doonside Street, Richmond 3121

Section A: Primary applicant

About you	
A1. 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
A2. Name: Please provide proof of your 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: _____	
A3. Date of birth:	DD / MM / YYYY
A4. Gender:	<input type="checkbox"/> Male <input type="checkbox"/> Female
A5. 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
A6. 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
A7. Contact name and telephone number in case we need to talk to you about this application:	Contact name: _____
	Daytime number: () _____
	After hours number: () _____
	Mobile number: _____
A8. Would you like to receive reminders about appointments or interviews by email?	<input type="checkbox"/> Yes <input type="checkbox"/> Don't send reminders
A9. Would you like to receive letters from us by post or email?	<input type="checkbox"/> Post <input type="checkbox"/> Email
A10. Current postal address:	Unit: _____ Street number: _____ Street name: _____ PO Box: _____ Suburb/town: _____ State: _____ Postcode: _____
A11. Residential address: (If different to postal address)	<input type="checkbox"/> Same as postal address Unit: _____ Street number: _____ Street name: _____ Suburb/town: _____ State: _____ Postcode: _____
A12. Email address:	_____
A13. Country of birth:	_____
A14. Residency status: Please provide proof of residency status if 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: MM / YYYY
	Temporary Protection Visa Class: _____

Section A (continued): Primary applicant

A15. Are you subject to the Centrelink preclusion period? If yes, please give expiry date.	<input type="checkbox"/> Yes <input type="checkbox"/> No	Expiry date: DD / MM / YYYY
A16. Are you under an Assurance of Support? If yes, please give the expiry date.	<input type="checkbox"/> Yes <input type="checkbox"/> No	Expiry date: DD / MM / YYYY
A17. Preferred spoken language:	<input type="checkbox"/> English <input type="checkbox"/> Croatian <input type="checkbox"/> Russian <input type="checkbox"/> Turkish <input type="checkbox"/> Arabic <input type="checkbox"/> Mandarin <input type="checkbox"/> Somali <input type="checkbox"/> Vietnamese <input type="checkbox"/> Cantonese <input type="checkbox"/> Polish <input type="checkbox"/> Spanish <input type="checkbox"/> Other (please specify): _____	
A18. Do you require an interpreter?	<input type="checkbox"/> Yes <input type="checkbox"/> No	
A19. Preferred written language:	<input type="checkbox"/> English <input type="checkbox"/> Croatian <input type="checkbox"/> Russian <input type="checkbox"/> Turkish <input type="checkbox"/> Arabic <input type="checkbox"/> Mandarin <input type="checkbox"/> Somali <input type="checkbox"/> Vietnamese <input type="checkbox"/> Cantonese <input type="checkbox"/> Polish <input type="checkbox"/> Spanish <input type="checkbox"/> Other (please specify): _____	

About your income and assets

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

- provide documentary proof of your 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 your information about your income and assets with Centrelink using the Income Confirmation Service. If you use the Income Confirmation Service, you do not need to give us the income and assets documents we ask for. However you must still give us documents we ask for about any property assets that you own.

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

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

A20. Please provide your Centrelink Reference Number (CRN) or Veterans Affairs (DVA) number.	CRN:	DVA:
A21. Do you agree to use the Income Confirmation Service, so that the department can validate your income with Centrelink?	<input type="checkbox"/> Yes <input type="checkbox"/> No If yes, please sign the Income Confirmation Authority on page 27 and then continue onto question A22.	
A22. Please tell us about all the income you 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): \$ _____

Section A (continued): Primary applicant

<p>A23. Do you own or part own any real estate?</p>	<input type="checkbox"/> Yes If yes, please provide details below. <input type="checkbox"/> No If no, go to question A25.																		
<p>A24. Property Ownership</p> <p>If you own or part own any real estate or land, please tell us about the property.</p> <p>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.</p> <p>If you are unable to live in the property and are unable to sell your equity, you are required to provide the relevant documentation from your Real Estate Agent, Solicitor and or other relevant support agency to confirm your circumstances.</p> <p>For further details on the required documentation please contact your local housing office.</p>	<p>Unit: _____ Street number: _____ Street name: _____</p> <p>Suburb/town: _____ State: _____ Postcode: _____</p> <p>Asset value: \$ _____</p> <p>Are you able to live in the property permanently? <input type="checkbox"/> Yes <input type="checkbox"/> No (Reason): _____</p> <p>Can this asset be sold? <input type="checkbox"/> Yes <input type="checkbox"/> No (Reason): _____</p> <p>Is the property for sale? <input type="checkbox"/> Yes <input type="checkbox"/> No (Reason): _____</p> <p>Is there a dispute for settlement, or do you have an application for settlement in the Family Court regarding the property? <input type="checkbox"/> No <input type="checkbox"/> Yes (Reason): _____</p>																		
<p>A25. Do you have any other assets?</p> <p>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.</p>	<input type="checkbox"/> Yes If yes, please tell us below about the assets you own. <input type="checkbox"/> No If no, please go to question A27.																		
<p>A26. Other Assets</p> <p>If you have not agreed to use the Income Confirmation Service, you must give us a copy of your bank book or bank statement (less than two weeks old). This can be an ATM statement if your card number appears on the print out and you can show that you are the cardholder.</p> <p>If you have any other assets, you must also provide proof of their value.</p>	<p>Asset type: _____</p>	<p>Value: \$ _____</p>	<p>Can you cash in or sell this asset? <input type="checkbox"/> Yes <input type="checkbox"/> No</p>																
	<p>Asset type: _____</p>	<p>Value: \$ _____</p>	<p>Can you cash in or sell this asset? <input type="checkbox"/> Yes <input type="checkbox"/> No</p>																
	<p>Asset type: _____</p>	<p>Value: \$ _____</p>	<p>Can you cash in or sell this asset? <input type="checkbox"/> Yes <input type="checkbox"/> No</p>																
	<p>Asset type: _____</p>	<p>Value: \$ _____</p>	<p>Can you cash in or sell this asset? <input type="checkbox"/> Yes <input type="checkbox"/> No</p>																
<p>A27. Where are you currently living?</p> <p>Your answer to this question will not affect your eligibility for a bond loan however will assist the Office of Housing with future service planning.</p>	<table border="0"> <tr> <td><input type="checkbox"/> Family and friends</td> <td><input type="checkbox"/> Vehicle</td> </tr> <tr> <td><input type="checkbox"/> Temporary accommodation</td> <td><input type="checkbox"/> Hotel</td> </tr> <tr> <td><input type="checkbox"/> Transitional Housing Management (THM)</td> <td><input type="checkbox"/> Rooming house/boarding house</td> </tr> <tr> <td><input type="checkbox"/> Crisis accommodation</td> <td><input type="checkbox"/> Student accommodation</td> </tr> <tr> <td><input type="checkbox"/> Public housing</td> <td><input type="checkbox"/> Housing association</td> </tr> <tr> <td><input type="checkbox"/> Private rental</td> <td><input type="checkbox"/> Community Care Unit</td> </tr> <tr> <td><input type="checkbox"/> Owner occupier</td> <td><input type="checkbox"/> Other (please specify)</td> </tr> <tr> <td><input type="checkbox"/> Caravan park</td> <td>_____</td> </tr> </table>			<input type="checkbox"/> Family and friends	<input type="checkbox"/> Vehicle	<input type="checkbox"/> Temporary accommodation	<input type="checkbox"/> Hotel	<input type="checkbox"/> Transitional Housing Management (THM)	<input type="checkbox"/> Rooming house/boarding house	<input type="checkbox"/> Crisis accommodation	<input type="checkbox"/> Student accommodation	<input type="checkbox"/> Public housing	<input type="checkbox"/> Housing association	<input type="checkbox"/> Private rental	<input type="checkbox"/> Community Care Unit	<input type="checkbox"/> Owner occupier	<input type="checkbox"/> Other (please specify)	<input type="checkbox"/> Caravan park	_____
<input type="checkbox"/> Family and friends	<input type="checkbox"/> Vehicle																		
<input type="checkbox"/> Temporary accommodation	<input type="checkbox"/> Hotel																		
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<input type="checkbox"/> Crisis accommodation	<input type="checkbox"/> Student accommodation																		
<input type="checkbox"/> Public housing	<input type="checkbox"/> Housing association																		
<input type="checkbox"/> Private rental	<input type="checkbox"/> Community Care Unit																		
<input type="checkbox"/> Owner occupier	<input type="checkbox"/> Other (please specify)																		
<input type="checkbox"/> Caravan park	_____																		

Section D: Your bond loan

D1. How much bond money are you asking for in this Bond Loan application?	\$
D2. Has the bond already been paid?	<input type="checkbox"/> Yes <input type="checkbox"/> No
D3. If yes, please tell us why you have paid the bond? Generally, we cannot issue the bond amount to you if you have already paid it to the owner or agent.	
D4. What is your role in the household?	<input type="checkbox"/> Single <input type="checkbox"/> Partnered Partner's name: _____
D5. What will your share of the rent be in the property you want to rent?	\$
D6. Do you have any dependent children?	Number of dependants:

Section E: Private landlord release of information

This section is only to be completed by a private landlord who does not use a real estate agent.

Private owners who do not use a real estate agent may provide the Office of Housing with a recent council rates notice or a copy of your property title to confirm ownership of the property.

If you cannot provide either of these documents, please complete the Form of authority so that we can confirm ownership with the local council.

If you do not give permission for the Office of Housing to obtain this information from the local council, we cannot consider this Bond Loan application.

Office of Housing Bond Loan – Form of authority

E1. Name of person applying for Bond Loan	First name: _____ Family name: _____ First name: _____ Family name: _____ First name: _____ Family name: _____
E2. Name of property owner:	
E3. Owner's telephone number:	
E4. Local council name:	
E5. I authorise the Director of Housing, or officers acting on behalf of the Director of Housing to obtain information from the local council to confirm ownership of the rental property below.	<input type="checkbox"/> Yes <input type="checkbox"/> No
E6. Rental property:	Unit: _____ Street number: _____ Street name: _____ Suburb/town: _____ State: _____ Postcode: _____
E7. I authorise the local council to release information regarding ownership of the rental property to the Director of Housing.	<input type="checkbox"/> Yes <input type="checkbox"/> No
<p>The release of this information is requested for the purpose of confirming ownership of a property in order to assess an Office of Housing Bond Loan application, and for no other purpose.</p>	
E8. Owner's signature:	_____ Date: <u>DD</u> / <u>MM</u> / <u>YYYY</u>
E9. Office use only Requesting officer's signature (for and on behalf of the Director of Housing as an authorised officer).	_____ Date: <u>DD</u> / <u>MM</u> / <u>YYYY</u>

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 2	Household applicant 3
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

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

	Household applicant 2 (cont.)	Household applicant 3 (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 2	Household applicant 3
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 27 and then continue on to question F17. <input type="checkbox"/> No	<input type="checkbox"/> Yes Please sign the Income Confirmation Authority on page 27 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 2 (cont.)	Household applicant 3 (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.	<table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 15%;">Asset type:</td> <td style="width: 20%;">Value: \$ _____</td> <td style="width: 25%;">Can they cash in or sell this asset? <input type="checkbox"/> Yes <input type="checkbox"/> No</td> </tr> <tr> <td>Asset type:</td> <td>Value: \$ _____</td> <td>Can they cash in or sell this asset? <input type="checkbox"/> Yes <input type="checkbox"/> No</td> </tr> <tr> <td>Asset type:</td> <td>Value: \$ _____</td> <td>Can they cash in or sell this asset? <input type="checkbox"/> Yes <input type="checkbox"/> No</td> </tr> <tr> <td>Asset type:</td> <td>Value: \$ _____</td> <td>Can they cash in or sell this asset? <input type="checkbox"/> Yes <input type="checkbox"/> No</td> </tr> </table>	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	<table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 15%;">Asset type:</td> <td style="width: 20%;">Value: \$ _____</td> <td style="width: 25%;">Can they cash in or sell this asset? <input type="checkbox"/> Yes <input type="checkbox"/> No</td> </tr> <tr> <td>Asset type:</td> <td>Value: \$ _____</td> <td>Can they cash in or sell this asset? <input type="checkbox"/> Yes <input type="checkbox"/> No</td> </tr> <tr> <td>Asset type:</td> <td>Value: \$ _____</td> <td>Can they cash in or sell this asset? <input type="checkbox"/> Yes <input type="checkbox"/> No</td> </tr> <tr> <td>Asset type:</td> <td>Value: \$ _____</td> <td>Can they cash in or sell this asset? <input type="checkbox"/> Yes <input type="checkbox"/> No</td> </tr> </table>	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
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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:	Primary applicant	Applicant 2	Applicant 3
	Full name: _____ _____	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: _____	Unit: ____ Street number: ____ Street name: _____ Suburb/town: _____ State: _____ Postcode: _____
G6. When did they apply?	DD / MM / YYYY	DD / MM / YYYY	DD / MM / YYYY
G7. Has this loan been repaid?	<input type="checkbox"/> Yes If yes, go to Section H. <input type="checkbox"/> No	<input type="checkbox"/> Yes If yes, go to Section H. <input type="checkbox"/> No	<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	Primary applicant	Applicant 2	Applicant 3
	Full name: _____ _____	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: _____	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 primary applicant:	Signature of primary applicant:
Full name of applicant 2:	Signature of applicant 2:
Full name of applicant 3:	Signature of applicant 3:

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.

Primary applicant	Household applicant 2	Household applicant 3
Full name: _____ _____	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>	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: _____	Unit: _____ Street number: _____ Street name: _____ Suburb/town: _____ State: _____ Postcode: _____
Centrelink Reference Number (CRN): _____	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>	Signature: _____ Date: <u>DD</u> / <u>MM</u> / <u>YYYY</u>

Checklist

Before you return the Bond Loan application, please tick the items in the checkboxes to make sure you have completed all the sections and attached the documents we have asked for. If your application is not complete, we will not be able to assess your eligibility.

All documents must be dated no more than 14 days prior to the date on which you give us the application.

Section A: Primary applicant	Have you completed the primary applicant details in Section A and provided proof of identity and residency status if not born in Australia? Have you completed the Centrelink authority (Section I) if you wish to use the Income Confirmation Service? Have you provided details of your income and assets and the documents we ask for?	<input type="checkbox"/>
Section B: Bond agent	If you are using a Bond agent (rural applicants only), has the Bond agent completed Section B?	<input type="checkbox"/>
Section C: Real estate agent or landlord	Has your real estate agent or landlord completed Section C?	<input type="checkbox"/>
Section D: Your bond loan	Have you completed Section D to tell us about the bond loan you are applying for?	<input type="checkbox"/>
Section E: Private landlord	If your landlord does not use a real estate agent, have they provided a copy of a recent rates notice or the property title to confirm their ownership of the property? Alternatively, have they completed the Form of Authority in Section E?	<input type="checkbox"/>
Section F: Other applicants	Have you completed details about other members of your household who are applying for this bond loan in Section F? (Do not include details of dependants here, except where asked.) Have they provided proof of identity and residency status if not born in Australia? Have they completed the Centrelink authority (Section I) if they wish to use the Income Confirmation Service? Have they provided details of their income and assets and the documents we ask for?	<input type="checkbox"/>
Section G: Current or previous assistance	Have you completed Section G to tell us about current or previous assistance you or anyone else included in this application have received from the Office of Housing?	<input type="checkbox"/>
Section H: Statutory Declaration	Have all the people applying for this bond loan signed the Statutory Declaration (Section H)? Has the Statutory Declaration been signed before an authorised witness, and has the authorised witness provided their name, address, title and signature?	<input type="checkbox"/>
Section I: Centrelink Authority	Have all applicants who want to use the Centrelink Income Confirmation Service signed the Centrelink Authority (Section I)?	<input type="checkbox"/>



Arabic

إذا كنت بحاجة إلى مساعدة لملء هذه الاستمارة يرجى الإتصال مع خط اللغة للإسكان العام 9280 0790 أو مكتب الإسكان المحلي الخاص بك حيث يمكننا ترتيب مترجم لمساعدتك.

Cantonese

如需幫助填寫本表格，請致電9280 0791聯繫“公房語言連接服務”(Public Housing Language Link)或當地公房管理處。我們可安排傳譯員幫助您。

Mandarin

如需幫助填寫本表格，請撥9280 0789聯繫“公房語言服務專線”(Public Housing Language Link)或當地的公房處，我們可以安排翻譯幫助您。

Croatian

Ako vam je potrebna pomoć kod popunjavanja ovog obrasca, molimo nazovite Stambenu službu putem tumača (Public Housing Language Link) na 9280 0792 ili mjesni stambeni ured (Housing Office). Mi vam možemo organizirati tumača da vam u tome pomogne.

Polish

Jeżeli potrzebujesz pomocy w wypełnieniu tego formularza, prosimy skontaktować się ze swoim Public Housing Language Link pod numerem 9280 0793 lub lokalnym Housing Office. Możemy zorganizować dla Ciebie pomoc tłumacza.

Russian

Если вам нужна помощь при заполнении этой формы, то позвоните в Телефонную переводческую службу для квартиросъемщиков государственного сектора (Public Housing Language Link) по номеру 9280 0794 или в ваше местное отделение Жилищного управления. Мы можем предоставить вам переводчика.

Somali

Haddii aad caawin uga baahantahay buux buuxinta foomkan, fadlan la xiriir xiriirka luqadaha ee guryaha dadweynaha tilifoonka 92800795 ama xafiiska qaablisan guryaha degaankaaga. Waxaanu kuu diyaarinaynaa turjubaan ku caawiya.

Spanish

Si necesita ayuda para llenar este formulario, por favor contacte a Public Housing Language Link [Enlace de Idiomas de la Oficina de la Vivienda] al teléfono 9280 0796, o a su Oficina local de la Vivienda. Podemos proporcionarle un intérprete.

Turkish

Bu formu doldurmak için yardıma ihtiyacınız varsa, lütfen 9280 0797 numaralı telefondan Kamu Konutları Dil Bağlantısı ile veya bölgenizdeki Konut Ofisi ile ilişkiye geçin. Sizin için bir tercüman ayarlayabiliriz.

Vietnamese

Nếu quý vị cần được giúp đỡ để điền mẫu đơn này, xin hãy liên lạc với đường dây thông dịch qua số 9280 0798, hoặc liên lạc với Văn phòng Gia cư nơi quý vị cư ngụ. Chúng tôi có thể sắp xếp để có thông dịch viên giúp đỡ quý vị.

For other languages, an interpreter is available through your local Housing Office.

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.

