

# Application for private rental assistance

## Apply online at [www.sa.gov.au/housing](http://www.sa.gov.au/housing)

ALL APPLICATIONS MUST INCLUDE PROOF OF IDENTIFICATION AND INCOME

### Office use only

#### 1 Applicant 1 - Your details

First name: \_\_\_\_\_

Surname: \_\_\_\_\_

Person reference number: \_\_\_\_\_

Proof of Income:  Yes  No

Proof of ID:  Yes  No

#### 2 Applicant 2 - Your partner's details

First name: \_\_\_\_\_

Surname: \_\_\_\_\_

Person reference number: \_\_\_\_\_

Proof of Income:  Yes  No

Proof of ID:  Yes  No

Date received: \_\_\_\_\_

## Ask if you need help with this form

The information you provide on this form will be used by the SA Housing Trust to help you with an appropriate service. If you don't provide all the information requested, the SA Housing Trust may not be able to help you.

The information you provide may be used by the SA Housing Trust for statistical purposes. To access this information contact the SA Housing Trust.

### Eligibility – you must meet all of the below:

- be renting within South Australia
- have an independent income
- your household meets the income limits
- your household meets the cash asset limits
- The total property rent or your share of rent is no more than 50% of your total assessable income before tax

- you don't have a debt of more than \$1,000 with the SA Housing Trust
- you must have an active arrangement to repay your debt if you owe money to the SA Housing Trust
- you aren't bankrupt with a debt to the SA Housing Trust
- you aren't an overseas student
- you don't own or partly own any residential property
- your assistance into the property will not contravene the conditions of an interim or confirmed intervention order.

The SA Housing Trust may be able to help you if you don't meet the eligibility criteria but have special circumstances - e.g. homeless, medical conditions.

### Applications can't be accepted if:

- you don't sign the declaration on page 10
- you don't provide proof of income and identity for you and/or your partner.

### Household type:

Single  Single with children

Couple  Couple with children

### Your household is:

- you  → your partner
- any dependant children who don't receive their own income.

Anyone else who will be living in the property will have to complete their own application.

This includes:

- children aged 18 or over who have their own income paid directly to them
- other people you will be sharing the property with.

Do you need an interpreter?  Yes  No

**Contact the SA Housing Trust on 131 299 if you have any questions about this form, or to make or cancel an appointment.**

# Application for private rental assistance

## Proof of Income

You must provide proof of income that's less than 2 weeks old for:

- you (Applicant 1)
- your partner (Applicant 2)

Cover or remove Tax File Numbers from your documents.

If there's any doubt, the SA Housing Trust may require additional documentation.

## Acceptable Proof of Income

### Centrelink income

Provide one of these:

- a signed Income Confirmation Service (ICS) Consent Authority. This will allow the SA Housing Trust to confirm your payment directly with Centrelink
- an income statement from Centrelink.

### Centrelink income and wages

- If you receive Family Tax Benefit only or a Blind pension provide proof of your wages as well as your Centrelink income.
- If you receive any other Centrelink income, provide a signed ICS Consent Authority or an income statement from Centrelink.

### Wages

Provide one of these documents:

- a completed and signed Employer's Declaration Form, [www.housing.sa.gov.au](http://www.housing.sa.gov.au)
- payslips showing your last four weeks of income before tax, including any regular overtime and year to date earnings
- a letter from your employer that shows your last four weeks of income before tax, including any regular overtime and year to date earnings.

### Department of Veteran Affairs (DVA) income

- Provide an income statement from DVA.

### Self employed

Provide a copy of your most recent tax return showing your net business income (before tax income minus expenses). Cross out or remove your tax file number.

If you have a new business and haven't lodged your first tax return, provide one of these documents:

- a statutory declaration form estimating your annual after tax business income
- a letter from an accountant or tax consultant that's registered with a professional body – e.g. Certified Practising Accountant, Chartered Accountant, or registered tax practitioner, showing your personal before tax weekly or annual income.

### Other sources of income

Provide a letter or statement from:

- an overseas government detailing the amount you receive
- ReturnToWorkSA or insurance company confirming your current income maintenance payments
- an investment organisation providing details of the dividend you receive
- superannuation company detailing the amount you receive.

If your parents provide you with financial support, provide a statutory declaration from them that shows the:

- amount of income being paid
- frequency in which it's being paid – e.g. weekly
- duration of the agreement.

You must be receiving other income to be eligible.

# Application for private rental assistance

## Proof of Identification

You must provide 100 points of current proof of identification for:

- you (Applicant 1)
- your partner (Applicant 2)

## Acceptable forms of Identification

A combination of the below documents that total **100 points** will be accepted.

### Identification from this list = 100 points (must include photo and signature)

- Australian Passport
- Australian driver's licence
- Australian proof of age card.

### Identification from this list = 50 points

- Australian Birth Certificate
- Australian Citizenship Certificate
- Change of Name Certificate
- Marriage Certificate
- Medicare Card
- Centrelink Concession/Health Care Card
- Certificate of Registration by Descent
- ImmiCard
- State Government Concession Card
- Student or Employee ID
- Prison discharge certificate
- Life insurance policies
- Australian Visa
- Birth extract
- Divorce papers
- Naturalisation certificate
- Current Bank, Credit Union or Building Society Card

- Apprenticeship papers, tradesperson's certificate or letter from employer
- School reports or examination certificate
- Immigration papers or other documents issued by the Commonwealth Department of Home Affairs
- Letter with common seal from Aboriginal community confirming Aboriginality
- Confirmation letter from an authorised officer from Department for Child Protection, a medical/legal practitioner or minister of religion.

### Identification from this list = 25 points

- Bank statement
- Electoral enrolment card
- Insurance renewal documents (not Health)
- Rent records (less than 6 months old)
- Security licence
- Seniors Card
- Utility account
- Motor vehicle registration
- Veterans' Affairs Gold Card

Any other form of identification not listed above but deemed acceptable by the SA Housing Trust.

# Application for private rental assistance



Government of South Australia

SA Housing Trust

## Household details

### 1 Applicant 1 - Your details

Full name: \_\_\_\_\_ Title (e.g. Ms, Mr): \_\_\_\_\_

Include any other names you have been known by: \_\_\_\_\_

Date of birth: \_\_\_\_\_

Gender:  Male  Female  Other: \_\_\_\_\_

Country of birth: \_\_\_\_\_

Do you identify as Aboriginal and/or Torres Strait Islander?

No  Aboriginal  Torres Strait Islander  Aboriginal & Torres Strait Islander  Prefer not to say

What is your preferred spoken language? \_\_\_\_\_

Have you ever been under the Guardianship of the Minister/Chief Executive?  Yes  No

If you have a disability, select all that apply:

Sensory and speech  Physical restriction  Psychological  Intellectual  
 Health injury, stroke or brain damage  Other disability: \_\_\_\_\_

### 2 Applicant 2 - Your partner's details

Full name: \_\_\_\_\_ Title (e.g. Ms, Mr): \_\_\_\_\_

Include any other names you have been known by: \_\_\_\_\_

Date of birth: \_\_\_\_\_

Gender:  Male  Female  Other: \_\_\_\_\_

Country of birth: \_\_\_\_\_

Do you identify as Aboriginal and/or Torres Strait Islander?

No  Aboriginal  Torres Strait Islander  Aboriginal & Torres Strait Islander  Prefer not to say

What is your preferred spoken language? \_\_\_\_\_

Have you ever been under the Guardianship of the Minister/Chief Executive?  Yes  No

If you have a disability, select all that apply:

Sensory and speech  Physical restriction  Psychological  Intellectual  
 Health injury, stroke or brain damage  Other disability: \_\_\_\_\_

# Application for private rental assistance

## Other household members

(include all dependant children)

### 1 Dependant 1

Full name:

Title (e.g. Ms, Mr):

Include any other names you have been known by:

Date of birth:

Gender:  Male  Female  Other:

Relationship to dependant (e.g. child, grandchild, nephew):

Child  Step child  Foster child  Nephew

Niece  Grandchild  Other:

### 2 Dependant 2

Full name:

Title (e.g. Ms, Mr):

Include any other names you have been known by:

Date of birth:

Gender:  Male  Female  Other:

Relationship to dependant (e.g. child, grandchild, nephew):

Child  Step child  Foster child  Nephew

Niece  Grandchild  Other:

### 3 Dependant 3

Full name:

Title (e.g. Ms, Mr):

Include any other names you have been known by:

Date of birth:

Gender:  Male  Female  Other:

Relationship to dependant (e.g. child, grandchild, nephew):

Child  Step child  Foster child  Nephew

Niece  Grandchild  Other:

# Application for private rental assistance

## 4 Dependant 4

Full name: \_\_\_\_\_ Title (e.g. Ms, Mr): \_\_\_\_\_

Include any other names you have been known by: \_\_\_\_\_

Date of birth: \_\_\_\_\_

Gender:  Male  Female  Other: \_\_\_\_\_

Relationship to dependant (e.g. child, grandchild, nephew):

Child  Step child  Foster child  Nephew

Niece  Grandchild  Other: \_\_\_\_\_

## 5 Dependant 5

Full name: \_\_\_\_\_ Title (e.g. Ms, Mr): \_\_\_\_\_

Include any other names you have been known by: \_\_\_\_\_

Date of birth: \_\_\_\_\_

Gender:  Male  Female  Other: \_\_\_\_\_

Relationship to dependant (e.g. child, grandchild, nephew):

Child  Step child  Foster child  Nephew

Niece  Grandchild  Other: \_\_\_\_\_

## Contact details

### 1 Applicant 1

No fixed address \_\_\_\_\_

Your address: \_\_\_\_\_

Your postal address (if different to above): \_\_\_\_\_

Mobile: \_\_\_\_\_ Home phone: \_\_\_\_\_

Work phone: \_\_\_\_\_ Email: \_\_\_\_\_

### How do you want the SA Housing Trust to contact you?

Choose one preferred method of communication:

Email  SMS  Letter (this may take extra time due to postage)

I will contact the SA Housing Trust (no correspondence will be sent to advise you of an outcome for this application only)

# Application for private rental assistance

## 2 Applicant 2

No fixed address

Your address:

Your postal address (if different to above):

Mobile:

Home phone:

Work phone:

Email:

### How do you want the SA Housing Trust to contact you?

Choose one preferred method of communication:

Email     SMS     Letter *(this may take extra time due to postage)*

I will contact the SA Housing Trust *(no correspondence will be sent to advise you of an outcome for this application only)*

### Current circumstances (these questions apply to your household)

Answering these questions is optional and does not directly affect your eligibility. However, they assist in identifying if other support services are needed for your tenancy to be successful.

#### Are you currently homeless?

You don't have a permanent address.

This includes:

- sleeping rough or in a car
- staying temporarily with a friend or family member

Yes     No

#### Are you concerned about your safety or the safety of your children?

This could be because of domestic or family violence.

Yes     No

#### Do you need help because of a housing crisis?

You are in a housing crisis if you are either:

- in temporary financial hardship
- are being evicted from your permanent residence
- in rent arrears by two weeks or more
- a victim of a natural disaster

Yes     No

#### Do you have any needs that require support to find or maintain a tenancy?

This includes:

- health issues
- accessibility requirements (e.g. wheelchair access)
- language or cultural barriers

Yes     No

# Application for private rental assistance



Government of South Australia

SA Housing Trust

## Private Rental Assistance

### Have you received, or are you currently receiving help from the SA Housing Trust?

This includes:

- Help paying bond
- Rent in advance or rent in arrears
- Emergency accommodation
- Living in a SA Housing Trust property

1 Applicant 1:  Yes  No

2 Applicant 2:  Yes  No

### What is your SA Housing Trust person reference number (if applicable)

This number appears on any documentation received from the SA Housing Trust.

1 Applicant 1:

2 Applicant 2:

### Do you currently have a bond from the SA Housing Trust?

1 Applicant 1:  Yes  No

2 Applicant 2:  Yes  No

### Do you have a debt with the SA Housing Trust over \$1,000?

1 Applicant 1:  Yes  No

2 Applicant 2:  Yes  No

### Are you bankrupt with a debt to the SA Housing Trust?

1 Applicant 1:  Yes  No

2 Applicant 2:  Yes  No

### Are you a current SA Housing Trust tenant (public or Aboriginal housing)?

1 Applicant 1:  Yes  No

2 Applicant 2:  Yes  No

### What is the value of your cash assets?

This includes:

- cash in bank
- term deposit
- shares
- savings

1 Applicant 1: \$

2 Applicant 2: \$

### Do you own or partly own any residential property?

1 Applicant 1:  Yes  No

2 Applicant 2:  Yes  No

# Application for private rental assistance

## Income details (only complete relevant boxes)

### Government payments

(The SA Housing Trust can obtain your Centrelink payment automatically if you provide consent on page 11-12).

#### What is your:

##### 1 Applicant 1:

Centrelink Client Reference Number (CRN) - e.g. CRN 502 559 748C:

Department of Veteran Affairs reference number - e.g. SPX 00110 :

##### 2 Applicant 2:

Centrelink Client Reference Number (CRN) - e.g. CRN 502 559 748C:

Department of Veteran Affairs reference number - e.g. SPX 00110:

### Type of government payment received

(e.g. JobSeeker payment allowance, Disability Support Pension)

##### 1 Applicant 1:

##### 2 Applicant 2:

How often do you get this Income?

Amount received:

1 Applicant 1:  Weekly  Fortnightly  Monthly  Annually

\$

2 Applicant 2:  Weekly  Fortnightly  Monthly  Annually

\$

### Wages

How often do you get this Income?

Gross income\*:

1 Applicant 1:  Weekly  Fortnightly  Monthly  Annually

\$

2 Applicant 2:  Weekly  Fortnightly  Monthly  Annually

\$

### Other Income (e.g. maintenance payments)

How often do you get this Income?

Amount received:

1 Applicant 1:  Weekly  Fortnightly  Monthly  Annually

\$

2 Applicant 2:  Weekly  Fortnightly  Monthly  Annually

\$

\* amount of wage before tax

# Application for private rental assistance

## Declaration

### Applicant declaration – must be completed and signed by all applicants

- I declare that all information I have given is true and correct. I understand that any assistance obtained because of incorrect or false information supplied by me may be withdrawn and/or subject to repayment.
- I confirm that all people named on the form are aware that their personal information is being disclosed to the SA Housing Trust.
- I understand that I may become ineligible if my circumstances change.
- I understand that if I incur any debt to the SA Housing Trust, now or in the future, I will be required to pay the amount I owe in full or arrange and make regular payments towards the debt, or my access to future services may be affected.
- I authorise the SA Housing Trust to make enquiries to find my new address or phone number/email and consent to details of my new address being supplied to the SA Housing Trust: if I move address without notifying the SA Housing Trust, and if I have an outstanding debt to the SA Housing Trust.
- I understand that the SA Housing Trust will keep the information provided on this form confidential, except as required by Act of Parliament or Court Order, or where disclosure is authorised by the State Government's Information Privacy Principles, or where authorised by me.
- If others have completed this form on my behalf, they have explained the relevant questions and clauses to me.
- I authorise the SA Housing Trust to contact me during my private rental tenancy for the purposes of providing information and advice about the bond assistance provided to me.

### 1 Applicant 1 (you)

Full name: \_\_\_\_\_

Signature: \_\_\_\_\_

Date: \_\_\_\_\_

### 2 Applicant 2 (partner)

Full name: \_\_\_\_\_

Signature: \_\_\_\_\_

Date: \_\_\_\_\_

### Other person declaration

(to be signed if another person has completed the form on behalf of the applicant/s).

This form has been completed with the information the applicant supplied to me. I drew the applicant/s attention to the above clauses, and they have agreed that they understand.

Full name: \_\_\_\_\_

Phone: \_\_\_\_\_

Relationship to applicant:

- |   |  |
|---|--|
| <input type="checkbox"/> Spouse/partner | <input type="checkbox"/> Parent/guardian |
| <input type="checkbox"/> Child          | <input type="checkbox"/> Relative        |
| <input type="checkbox"/> Agency worker  | <input type="checkbox"/> Carer           |
| <input type="checkbox"/> Other:         |  |

Signature: \_\_\_\_\_

Date: \_\_\_\_\_

## Centrelink customers only

### 1 Applicant 1 (you)

## PR Connect Income Confirmation Service (ICS) consent

### Terms and Conditions of Income Confirmation Service consent

**Note:** This consent will be used for the purpose of authorising Centrelink to provide information to the SA Housing Trust to assess your eligibility in relation to services or concessions provided by the SA Housing Trust. The SA Housing Trust will comply with the relevant applicable legislative provisions and administrative instructions in the disclosure of information, including the *Social Security (Administration) Act 1999*, the *Privacy Act 1988* and the *Information Privacy Principles (PC012)*.

You authorise:

- the SA Housing Trust to use Centrelink Confirmation eServices to perform a Centrelink enquiry of your customer details to assist in the assessment of your entitlement to housing and related support services
- Services Australia to provide the results of that enquiry to the SA Housing Trust.

You understand:

- Services Australia will disclose personal information to the SA Housing Trust including current or historical details of payments received, dependants, Centrelink deductions, income, assets, confirmation of my partner status and current address

- consent will only remain valid for the term of the PR Connect application, approximately 14 weeks, or when the application is cancelled by the customer or the SA Housing Trust, or the customer collects their assistance from a SA Housing Trust office. New consent is collected for each PR Connect application
- that you can get proof of your circumstances from Services Australia and provide it to the SA Housing Trust to determine your eligibility for a service
- If you do not alternatively provide proof of your circumstances, you may not be eligible for the service.

No Centrelink information will be provided back to the customer. Centrelink information will be seen, confirmed and/or recorded into PR Connect, which is a secure authenticated system, by the SA Housing Trust staff.

Person reference number:

Centrelink Client Reference Number (CRN):

Date of birth:

I, (full name)

of (address)

agree to the terms and conditions of the ICS consent.

Signature:

Date:

I confirm that the electronic signature in this consent represents my signature.

I consent to signing the form electronically and I confirm that my signature is legally binding.

## Centrelink customers only

### 2 Applicant 2 (partner)

## PR Connect Income Confirmation Service (ICS) consent

### Terms and Conditions of Income Confirmation Service consent

**Note:** This consent will be used for the purpose of authorising Centrelink to provide information to the SA Housing Trust to assess your eligibility in relation to services or concessions provided by the SA Housing Trust. The SA Housing Trust will comply with the relevant applicable legislative provisions and administrative instructions in the disclosure of information, including the *Social Security (Administration) Act 1999*, the *Privacy Act 1988* and the *Information Privacy Principles (PC012)*.

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Person reference number:

Centrelink Client Reference Number (CRN):

Date of birth:

I, (full name)

of (address)

agree to the terms and conditions of the ICS consent.

Signature:

Date:

I confirm that the electronic signature in this consent represents my signature.

I consent to signing the form electronically and I confirm that my signature is legally binding.