

TENANCY APPLICATION FORM

NRAS or AFFORDABLE RENTAL HOUSING

Email applications with supporting documents to applications@ecclesiahousing.org.au

Applicants' income must be equal to or less than the initial income limit when you become a tenant of an NRAS or Affordable rental dwelling

1 May 2017 to 30 April 2018 household income eligibility limits are:

Household composition	Initial household income limit (\$)
One adult	\$49,547
Two adults	\$68,501
Three adults	\$87,455
Four adults	\$106,409
Sole parent with one child	\$68,548
Sole parent with two children	\$84,983
Sole parent with three children	\$101,418
Couple with one child	\$84,936
Couple with two children	\$101,371
Couple with three children	\$117,806

YOU MUST PROVIDE ALL THE FOLLOWING DOCUMENTS

1. **Every** applicant must be identified with an acceptable form of Photo ID. Eg Drivers Licence/Passport
2. **Over 18** household members must provide current Centrelink income statement and current payslips (from 1 July to current). Also, proof of age for each household member is required.
3. **RENTAL LEDGER** for the past 12 months
4. Proof of assets – **BANK STATEMENT** showing 3 months of transactions.
5. Previous year tax assessment and Centrelink PAYG summary statement if you have received any benefits in the last 12 months

Incomplete applications may not be assessed or considered. If you require assistance, please contact Ecclesia Housing on 02 9890 6500. We only collect information necessary to assess your application.

Please note that applications can take 7-10 business days to assess from the time that you provide all the information.

Property Details

Address of property:

Lease Term

Please note: Unsuccessful applications & associated documents will be shredded within 7 business days of the final decision. If you require your application and documents back, you must inform us by writing on this application and include a stamped self-addressed envelope.



Ecclesia Housing
Safe, Secure, Affordable
Level 1, Suite 1A, 470 Church St,
PARRAMATTA NSW 2150
PO BOX 2725, NORTH PARRAMATTA NSW 1750
F: 02 9890 3522
E: applications@ecclesiahousing.org.au

Main Applicant Details

Surname Mr/Mrs/Miss Ms (Please Circle)	First Name

Address	Postcode

Contact Numbers

Home	Mobile	Work

Date of Birth	Country Of Birth	Email

Drivers Licence No	Drivers Licence State

Passport No	Passport Country

Do you require an Interpreter? Yes No

First Language?

Second Contact Details

Surname Mr/Mrs/Miss Ms (Please Circle)	First Name

Address	Postcode

Contact Numbers

Home	Mobile	Work

Date of Birth	Country Of Birth	Email

Drivers Licence No	Drivers Licence State

Passport No	Passport Country

Do you require an Interpreter? Yes No

First Language?

Household Members

Please list ALL members of your household (including yourself), who live with you if housed by Ecclesia Housing.

Name	Sex	Date of Birth	Relationship to you (Eg Son, Wife)	Centrelink CRN No	Gross Annual Income

Current Tenancy details

Length of time at current address	Rent paid
Reason for Leaving	
Name of Landlord/Agent	Phone Number

Previous Tenancy details

Length of time at previous address	Rent paid
Reason for Leaving	
Name of Landlord/Agent	Phone Number

Current Employment

Occupation	Current Employer
Employer's Address	
Contact Name/Payroll Manager	Phone Number
Length of Employment	Gross Annual Income

Fulltime

Part time

Casual

Previous Employment

Occupation	Current Employer
Employer's Address	
Contact Name/Payroll Manager	Phone Number
Length of Employment	Gross Annual Income

Fulltime

Part time

Casual

Self Employment details (if applicable)

Company Name		Business Type	
Business Address			
Position Held		ABN	
Accountant Name	Phone	Gross Annual Income	

Details of study (if applicable)

Place of study	Course Name
Course Length	Enrolment/Student No
Campus Contact Name	Contact Number

Referees

Name	Relationship
Contact Details	

Next of Kin

Surname	First Name	
Home No	Mobile	Work

Further Information

Have any of your previous tenancies been terminated? Yes No

Are you in debt to another leaser or agent? Yes No

Is there an existing reason that may affect your rent payment? Yes No

If yes, please provide details:

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Do you own any properties or land? Yes No

If yes, please provide details:

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Does anyone included in your application have an association with a member of the Board of Directors or staff of Ecclesia Housing? Yes No

If yes, please provide details:

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Have you ever been a tenant of Housing NSW, Ecclesia Housing or another community housing provider?

Yes No

Privacy Statement

PRIVACY DISCLOSURE STATEMENT FOR ECCLESIA HOUSING

We are a non-for-profit organisation. We are bound by the National Privacy principals. We collect personal information about you in this form to assess your application for a residential tenancy. We may need to collect information about you from your previous landlords or letting agents, your current employer and your referees. Your consent to us collecting this information is set out below. We may disclose your details to service providers relevant to the tenancy relationship including maintenance contractors and the landlord's insurers. We may also send personal information about you by contacting our property management department. If you do not complete this form or do not sign the consent below then your application for a residential tenancy may not be considered by the owner of the relevant property or, if considered, may be rejected.

PRIVACY DISCLOSURE STATEMENT FOR TENANT RELATED DATABASES

We will disclose your tenancy information to any defaulting tenant database used by this agency as part of the normal processing of your tenancy application.

Applicant Name	Signature	Date

CONSENTS

I, the applicant, acknowledge that I have read the Privacy Statement of Ecclesia Housing. I authorise Ecclesia Housing to collect information about me from:

1. My previous letting agents and/or landlords
2. My personal referees
3. Any Tenancy Default Database which may contain personal information about me. I also authorise Ecclesia Housing to disclose details about any defaults by me under the tenancy to which this application relates to any tenancy default database to which it subscribes including Tenancy Information Centre of Australia (TICA), National Tenancy Database (NTD) and/or Trading Reference Australia (TRA).

I solemnly and sincerely declare that I am not a declared bankrupt or an undischarged bankrupt and affirm that all the information contained in this application is true and correct to the best of my knowledge and that all of the information was given of my own free will.

I authorise Ecclesia Housing to disclose personal information it collects about me to the owner of the property even if the owner is a resident outside Australia and to any third parties – valuers, contractors, sales people, insurance companies, body corporates, other agents and tenancy default databases

Applicant Name	Signature	Date
Housing Manager Name	Signature	Date

Application Subject to Consent

Processing of this application will not commence unless all sections have been completed and relevant documentation provided at the time of submission of the application to the agency.