

Churches of Christ Housing Services

Address:	200 Brisbane Road Booval Qld 4304	Postal:	PO Box 252 Booval Qld 4304
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Email:	nrashousing@cofcqld.com.au	Website:	www.cofc.com.au/housing

Each household member over 18 must submit an individual application. This application will be declined if it is not completed in full and or if the supporting documentation is not provided.

To be considered for a tenancy under the National Rental Affordability Scheme (NRAS), it is necessary to meet the eligibility criteria outlined by the Department of Housing and Public Works. Consideration for a tenancy in an NRAS property can not be made until your NRAS Registration Number is provided to our office.

Applicant name:			
Property applied for:			
Have you viewed the property?	<input type="checkbox"/> Yes <input type="checkbox"/> No	Preferred move in date:	
NRAS registration no.:		How did you hear about us?	

Identification Checklist

Attach a minimum 100 points of identification including one photo identification. At least one document from the primary list must be provided. All documents must be current.

Primary Document	Points	<input checked="" type="checkbox"/>	Secondary Document	Points	<input checked="" type="checkbox"/>
Drivers' Licence (copy both sides)	50	<input type="checkbox"/>	Australian Citizenship Certificate	40	<input type="checkbox"/>
Australian Passport	40	<input type="checkbox"/>	Birth Certificate	40	<input type="checkbox"/>
Adult Proof of Age Card	40	<input type="checkbox"/>	Pay Advice or Tax Return	30	<input type="checkbox"/>
			Centrelink Income Statement	30	<input type="checkbox"/>
			Medicare Card	30	<input type="checkbox"/>
			Pension Card	10	<input type="checkbox"/>
			Vehicle Registration Certificate	10	<input type="checkbox"/>
			Bank or credit card statement	10	<input type="checkbox"/>
			Utility account statement	10	<input type="checkbox"/>
Total points:					

Application Checklist – Ensure the following processes have been completed and documents are attached where required.

Read the tenancy agreement including the special terms and conditions for the scheme.	<input type="checkbox"/>
Complete a separate application for ALL persons aged over 18 years (attach the required documentation).	<input type="checkbox"/>
Attach the Queensland Government – Department of Housing NRAS Registration confirmation letter.	<input type="checkbox"/>
Complete and attach the Department of Housing NRAS Declaration Form.	<input type="checkbox"/>
Complete and attach the Churches of Christ Housing Services Pet Application (if applicable).	<input type="checkbox"/>
Ensure copies of the above required identification are attached.	<input type="checkbox"/>
Attach proof of your current address (i.e. lease agreement or rental ledger).	<input type="checkbox"/>
Attach a recent bank statement which is current and for a consecutive three month period.	<input type="checkbox"/>
Attach proof of income, including: <ul style="list-style-type: none"> Four (4) recent consecutive payslips (if applicable); Centrelink Income Statement (if applicable); Child Support Assessment Notice (if applicable); Tax returns and business registration (self employed applicants). 	<input type="checkbox"/>

Applicant Details				
Surname:		Given name/s:		
Date of birth:		Gender:		
Phone:		Mobile:		
Email:		Work phone:		
Dependents: Each household member over 18 must submit an individual application.	Name	Date of birth	Age	Gender
Do you have any pets?	<input type="checkbox"/> Yes <input type="checkbox"/> No			
Pet description:		Number:		
Pet description:		Number:		
Are there any boats, trailers, trucks, caravans or other heavy vehicles to be stored at the property?				
Vehicle details:				
Number of cars:				
Current Tenancy Details				
Address:				
Landlord or agent:				
Phone:		Fax:		
Rent per week:	\$	Tenancy start date:		
Reason for leaving:				
Previous Rental History (1)				
Address:				
Landlord or agent:				
Phone:		Fax:		
Rent per week:	\$	Length of tenancy:		
Bond refunded in full:	<input type="checkbox"/> Yes <input type="checkbox"/> No		Deductions:	
Reason for leaving:				

Previous Rental History (2)			
Address:			
Landlord or agent:			
Phone:		Fax:	
Rent per week:	\$	Length of tenancy:	
Bond refunded in full:	<input type="checkbox"/> Yes <input type="checkbox"/> No	Deductions:	
Reason for leaving:			
Current Employment			
Current occupation:		Period of employment:	
Current employer:		Employer location:	
Payroll contact:		Phone:	
Self Employment			
Business name:		ABN:	
Business address:		Type of business:	
Position held:		Period of operation:	
Accountant's name:		Phone:	
Previous Employment			
Previous occupation:		Period of employment:	
Previous employer:		Net weekly income:	
Payroll contact:		Phone:	
Student Information			
Place of study:		Student no.:	
Course name:		Course length:	
Course coordinator:		Phone:	
Emergency Contact			
This information will be used if a matter of urgency arises from your tenancy and your normal contact details are unresponsive.			
Name:			
Relationship:			
Phone:		Mobile:	
Address:			
Next of kin:	<input type="checkbox"/> Yes <input type="checkbox"/> No		

Referees			
Professional referee			
Name:		Relationship:	
Phone:		Mobile:	
Personal referee			
Name:		Relationship:	
Phone:		Mobile:	

Applicant Declarations	
Are you an Australian Citizen or have permanent residency or have been issued with a temporary protection or bridging visa?	<input type="checkbox"/> Yes <input type="checkbox"/> No
Are you a Queensland Resident?	<input type="checkbox"/> Yes <input type="checkbox"/> No
Do you own or part own a property (including a commercial property, land, mobile home or caravan within Australia or overseas)?	<input type="checkbox"/> Yes <input type="checkbox"/> No
Does your household's combined liquid assets' (including money in the bank, shares, investments or superannuation payouts) exceed \$88,625.00 for a single person or \$110,125.00 for two or more household members?	<input type="checkbox"/> Yes <input type="checkbox"/> No
Have you ever been evicted by any landlord or real estate agent?	<input type="checkbox"/> Yes <input type="checkbox"/> No
Are you in debt to another landlord or real estate agent?	<input type="checkbox"/> Yes <input type="checkbox"/> No
Have you ever been blacklisted as a tenant (i.e. TICA)?	<input type="checkbox"/> Yes <input type="checkbox"/> No
Will the premises be used for business purposes?	<input type="checkbox"/> Yes <input type="checkbox"/> No
Is there any reason known to you that would affect your ability to pay rent?	<input type="checkbox"/> Yes <input type="checkbox"/> No

Reason:

Applicant Acknowledgement	
<ul style="list-style-type: none"> I declare that, to the best of my knowledge, that all of the information provided in this application, including any attached documentation, is true and correct. I understand that I will commit an offence and be liable to a penalty under the Housing Act 2003 if I knowingly provide false or misleading information in relation to my eligibility for the National Rental Affordability Scheme and my application will be declined. I consent to Churches of Christ Housing Services verifying information provided in this application via accessing Tenancy Information Centre of Australia and National Tenancy Data base records. I declare that I am not bankrupt or insolvent. I acknowledge that this application creates no contractual or legal obligations between the parties. I understand that Churches of Christ Housing Services is not required to give an explanation if my application is not approved. I acknowledge that, if approved for a property, upon or prior to signing the tenancy agreement, I will pay the bond and rent amount for the property. I acknowledge said payments must be cleared prior to occupancy and that personal cheques will not be accepted as a form of payment. I agree and understand that this application is for a tenancy under the National Rental Affordability Scheme (NRAS) and that it is necessary to continue to meet the eligibility criteria outlined by the Department of Housing and Public Works for the duration of the tenancy and to provide verification of this when requested. I have read and understood the tenancy agreement and the special terms and conditions. I agree and acknowledge there is no smoking inside the premises at all times. 	
Applicant signature:	Date:

Privacy Statement

Churches of Christ Housing Services must comply with the provisions of the Australian Privacy Principles (Privacy Act 1988) and maintains a Privacy Policy which is publically available.

Churches of Christ Housing Services collects and uses personal information provided by you, as an applicant or obtained by other means, to assess your application for a residential tenancy and provide the services required by you or on your behalf.

Without the provision of certain information, Churches of Christ Housing Services may not be able to effectively assess your application or manage your tenancy and, as a result, your application may not contain sufficient information to be approved or to be provided with tenancy management services.

You have the right to access your personal information and request correction or amendment of any inaccurate, incomplete, out of date or irrelevant information.

You as the applicant, agree that Churches of Christ Housing Services may, subject to the Privacy Act 1988 (where applicable) collect, use and disclose personal information to:

- 1) the owner of the premises to which this application for tenancy applies
- 2) residential tenancy databases for the purpose of confirming details in your application and properly assessing the risk of providing you with a lease agreement
- 3) previous agents or landlords for the purpose of assessing the risk of providing you with a lease agreement and to verify the details provided in your tenancy application.
- 4) your referees, current and or previous employers for the purpose of verifying information provided in your tenancy application
- 5) tradespeople and similar contractors engaged by the owner or Churches of Christ Housing Services in order to facilitate maintenance with respect to the premises
- 6) nominated referees to confirm information provided by you
- 7) insurance companies, authorised personnel, courts and tribunals and other third parties as may be required by Churches of Christ Housing Services relating to the administration of the premises
- 8) utility providers, where you have opted for such a service, for the purpose of enabling the connection and/or disconnection of your utility services
- 9) a body corporate for the purpose of managing the premises
- 10) the state and federal government for the purpose of administering housing services and measuring housing statistics and eligibility compliance.

Privacy Consent

I have read and accept the above privacy statement. I give consent for Churches of Christ Housing Services to make enquiries to verify the information that I have provided in my tenancy application (in accordance with the Privacy Act 1988) with relevant tenancy databases including databases of my previous renting agents.

Applicant name:			
Signature:		Date:	