

HOUSING APPLICATION FORM

Due to having a high proportion of tenants in our Very Low income band (under \$33,106), no further applications are being taken from this income group. In line with our Company objectives and to ensure we have a reasonably equal balance of the three eligible income groups, only applications from households earning between \$33,107 and \$94,274 will be processed.

Please answer all the questions as fully as you can. Where there is a box, please mark clearly with a . If you do not provide sufficient information, we may not be able to register your application and it may be returned to you for completion.

Don't forget to...

- Sign and date the form before returning it to us at City West Housing, 2/56 Harris Street, Pyrmont, NSW 2009.
- The following documents must be included with your application:
 - Proof of ID for **all household members**. ID can be any of the following:
 - Copy of Passport
 - Copy of Driving License
 - Copy of Birth Certificate
 - Proof of residency/citizenship in Australia for applicant
 - Proof of income for **all household members over the age of 18** (where applicable):
 - Copies of 2 recent Payslips
 - Last year's Tax Returns and Tax Assessments
 - A copy of Profit and Loss Statement if self-employed
 - A recent Centrelink Income Statement
 - Last year's PAYG Summary from Centrelink
 - A written reference from your current landlord and copy of rental ledger
 - A copy of your Tenancy Agreement or if lodging, evidence of how much rent you pay

Remember...

- Your application form will not be registered for accommodation until all the required documentation is provided.
- If you have difficulty completing the form or providing the required documentation, please contact us on 8584 7500.

1. Details About You

Your title: Mr Miss Mrs Ms

Surname: _____

First names(s) _____

Date of birth _____ Male Female

Place of birth _____

Your current address: _____ Postcode _____

Your contact telephone numbers are: Home _____

Work _____ Mobile _____

Email address _____

Emergency contact name _____

Contact number _____ Relationship to you _____

Do you require an interpreter? Yes No Language _____

Do you have pets? _____ would you be willing to accept a property in a pet free environment? _____

Employment details

Occupation _____

Name of your employer _____

Address: _____ Tel: _____

Length of time employed _____

Do you or anyone in your application have an association with a member of the Board of Directors or staff at City West Housing _____

If yes, please provide details

2. Other People Who Will Be Living With You

First Name(s)	Surname	Gender	Date of Birth	Relationship to Applicant	Access to children. No. of nights per week

*** Please note that City West Housing will only grant additional bedrooms for children if you have custody documentation stating that the children live with you for 3 days or more per week.**

3. Eligibility

Please provide information on total gross income (before tax). List all members of your household above the age of 18 who receive income from any source (e.g. full or part time employment, benefits, investments)

	TOTAL	\$

Do you live or work in the City of Sydney Local Government Area?

Yes No

Are you a Permanent Resident of Australia?

Yes No

If yes, please provide details including value _____

*** CWH may carry out a land registry search at any time to verify the above**

4. Your Current Housing

What is your current housing situation?

- Private Renting Community/Public Housing Homeless
 Refuge or Hostel Staying with Family/Friends Other _____

How many bedrooms does your current property have? _____

How many bedrooms do you and your family occupy? _____

How long have you been at this address? _____

How much rent do you currently pay (per week) ? _____

Current landlord/agent name _____

Current landlord/agent contact number _____

5. Reason for moving

Why are you looking to move? (Tick all that apply to you)

- Over-crowding Too expensive To be nearer work
 Sub-standard accommodation Eviction
 Property unsuitable for medical reasons

Other reasons. Please specify:

To be awarded housing priority for any of the above, supporting documentation must be provided

6. Area And Property Type Preference

In this section, we ask for information about where you would like to live. The information will help us when we make allocations. Although you have given this information it does not mean that we will be able to offer you a home in that area. Please note that you will only be made ONE offer of accommodation and by restricting your areas you may wait longer for an offer.

Please tick all areas you would consider:

- Pyrmont/Ultimo
- Green Square
- North Eveleigh

Please tick the type of accommodation you require. Please note you will only be allocated accommodation for which you are eligible.

	Studio	1 bed	2 bed	3 bed
Unit – Ground Floor				
Unit – Above Ground Floor				

Do you require lift access? Yes No

7. Declaration

In assessing your application, City West Housing may need to talk to your employer and/or landlord to confirm information you have provided in this application. By signing below you give permission for City West Housing to contact these people, provided that it is relevant to your application.

- To the best of my knowledge, I declare that the information provided in this application is true and correct.
- I understand that if I provide false or misleading information, I may no longer be eligible for housing with City West Housing.
- I will inform City West Housing of any changes in my circumstances.
- I understand that I may be required to complete additional documentation if accepted to confirm my on-going eligibility for Affordable Housing.

Signature _____

Date _____

8. Privacy Statement and Disclosure

I authorise City West Housing to:

- To check with my previous or current landlord/agent as to my suitability as a tenant
- To confirm my employment details/income with my employer or accountant (if self-employed)

Signature _____ Date _____

**Please ensure you sign and date your application
form and return it to:**

City West Housing
2/56 Harris Street
Pyrmont NSW
2009

Telephone: 8584 7500
Fax: 9518 6600
Email: enquiries@citywesthousing.com.au
Web: www.citywesthousing.com.au