Gifford Village provides contemporary, person-centred and community-connected long-term housing. Single adults, couples, families, people with a disability and their carers live in 18 units of 1, 2 or 3 bedrooms.

All residents pay a maximum of 80% of the market rent for similar units in the local area. This is possible because the Federal and State Governments subsidise the other 20% under the National Rental Affordability Scheme (NRAS). To be eligible for these units’ applicants must meet the NRAS income limits. Generally, people on part time or lower income wages will be within the limits. Current limits are on the FaHCSIA website.

The village encourages its residents to live independently but with a healthy interaction with your neighbours around you. In the middle of the village is the North Croydon Uniting Church Community Centre. Residents are welcome to join in with their various activities. As Gifford Village is long-term housing there is no waiting list.

Gifford Village is located at 387-389 Maroondah Highway, Croydon North.

**To apply please send or email the form to the Tenancy Administration Team details above, or call for further information on** **(03) 9051 3000****.**

**Application Date: / /**

1. How many people will occupy this property?

 No of Adults No of Dependant Children

**Personal Details**

1. **Primary Tenant 1**

First Name(s)

Surname

Gender  Male  Female CRN Date of Birth / /

Current Residential Address

Suburb State Postcode

How long have you lived at this address? Years Months

Phone Mobile

Email

Australian Resident?  Yes  No Country of Birth

Preferred Language?

Aboriginal?  Yes  No Torres Strait Islander?  Yes  No

Do you own a car?  Yes  No License Plate Number

Do you have a disability?  Yes  No

1. **Primary Tenant 2**

First Name(s)

Surname

Gender  Male  Female CRN Date of Birth / /

Current Residential Address

Suburb State Postcode

How long have you lived at this address? Years Months

Phone Mobile

Email

Relationship to Primary Applicant

Australian Resident?  Yes  No Country of Birth

Preferred Language?

Aboriginal?  Yes  No Torres Strait Islander?  Yes  No

Do you own a car?  Yes  No License Plate Number

Do you have a disability?  Yes  No

1. Please complete the following and (as applicable) attach a current **Centrelink “Income Statement”/s** and **payslips** for the most recent 13 consecutive weeks. NB. An “income statement” is not your ‘Rate of Payment’ letter.

Failing this, a letter from your employer stating your Gross annual income is required.

If **self-employed**, please attach an accountant’s assessment with gross annual income.

**N.B.** Income details (payslips and/or Centrelink Income Statements) must be provided **for each member of the household** who is **aged 18 years or over.**

|  |  |
| --- | --- |
| **Details of Income Source –****Primary Tenant 1** | **Details of Income Source –****Primary Tenant 2** |
| Current Occupation  | Current Occupation  |
|  Full Time  Part Time  Casual Unemployed  Pension  |  Full Time  Part Time  Casual  Unemployed Pension  |
| Current Income Gross $ per week | Current Income Gross $ per week |
| Wages $  | Wages $  |
| Centrelink Income $  | Centrelink Income $  |
| Centrelink Type  | Centrelink Type  |
| CRN  | CRN  |

**Household Details**

 Single  Couple  Group/Family

**Details of Additional Household Members**

|  |  |
| --- | --- |
| **Household Member** | **Household Member** |
| Full Name  | Full Name  |
| D.O.B / / Gender M/F | D.O.B / / Gender M/F |
| Relationship to Tenant  | Relationship to Tenant  |
| Source of Income  | Source of Income  |
| Amount Per Week $  | Amount Per Week $  |
| CRN  | CRN  |
|  |  |
| **Household Member** | **Household Member** |
| Full Name  | Full Name  |
| D.O.B / / Gender M/F | D.O.B / / Gender M/F |
| Relationship to Tenant  | Relationship to Tenant  |
| Source of Income  | Source of Income  |
| Amount Per Week $  | Amount Per Week $  |
| CRN  | CRN  |

1. Do you have any pets?  Yes  No If YES, type? Breeds
2. How did you find out about Gifford Village?
3. Were you referred by a support agency?  Yes  No

If YES, please indicate which agency

1. Do you know other Gifford Village applicants/residents?  Yes  No
2. **Current Landlord/Agent** details (if applicable)

Name of Landlord/Agent

Phone Number Email

1. **Referees**

If you are successful we would expect that you take up the tenancy within 4 weeks.

Please provide details of three (3) referees – two (2) most recent **rental** and one (1) **personal/character referee.** (e.g. a personal referee can be an employer, community leader or person who has known you for at least 5 years)

**N.B.** (i) **REFEREES MUST NOT BE FAMILY OR CLOSE FRIENDS.**

(ii) if you are unable to provide rental referees because you don’t have a rental history, please provide two **written** character references instead.

(iii) if the Primary and Secondary Applicants have only recently lived together, then rental referees for each applicant are required.

|  |  |
| --- | --- |
| **Rental Referees – Primary Tenant 1** | **Rental Referees – Primary Tenant 2** |
| Name of Landlord/Agent (1)  | Name of Landlord/Agent (1)  |
| Contact Details  | Contact Details  |
| Address of Property rented   | Address of Property rented   |
| Name of Landlord/Agent (2)  | Name of Landlord/Agent (2)  |
| Contact Details  | Contact Details  |
| Address of Property rented   | Address of Property rented   |

|  |  |
| --- | --- |
| **Character Referee –****Primary Tenant 1** | **Character Referee –****Primary Tenant 2** |
| Name of Personal Referee  | Name of Personal Referee  |
| Phone Number  | Phone Number  |
| Relationship to you  | Relationship to you  |

1. If you would like us to record an **Emergency Contact**, please provide the necessary details below.

Name Relationship to you

Phone Number Mobile

Email

1. Please provide us with your **Employer’s Details** to enable us to confirm your employment/income status.

Name of Employer

Employer Contact Name

Phone Number Email

1. **Other Supporting Information**

Is there any other information you can supply to support your application.

1. **Declaration of General Consent for Release of Information**

I apply to rent a property from Uniting Harrison (UH) under a lease to be prepared by UH.

Should this application be accepted, I agree to enter into a Residential Tenancies Agreement pursuant to the Residential Tenancies Act 1997.

I/We acknowledge that this application is subject to the approval of UH and that all information contained in this application is true and correct.

I/We authorise UH to obtain information from:

1. my/our personal information provided
2. my/our alternate contact(s) (if provided) in the event that I/we cannot be contacted directly on the primary details
3. Centrelink (income and asset details)
4. Those people listed in this application as Referees

I/We authorise UH to discuss my/our application and details of my/our situation with any other persons as required in determining the outcome of this application. This may include, but not restricted to:

1. other UH staff
2. support workers/carers and will only be undertaken in line with UH Confidentiality and Privacy Policy and Procedures (copies of which are available on request)

I am aware that UH may use and disclose my/our personal information in order to:

1. prepare lease/tenancy agreement documents
2. allow organisations/tradespeople to contact me
3. lodge/claim/transfer to/from the Residential Tenancies Bond Authority
4. refer to tribunals/courts and Statutory Authorities (where applicable)
5. refer to collection agents/lawyers (where applicable)
6. complete credit check with NTD and TICA Databases
7. transfer water use account details into my/our names(s).

I understand that this authority may be revoked at any time by providing written notice to UH.

I am aware that if information is not provided or I do not consent to the uses to which personal information is put, UH may not, in its absolute discretion; provide me with the lease tenancy of the premises. I am aware that I may access my personal information on the contact details above.

|  |  |
| --- | --- |
| **Primary Tenant 1** | **Primary Tenant 2** |
| Full Name  | Full Name  |
| Signature  | Signature  |
| Date Signed / /  | Date Signed / /  |

**Application Checklist**

Please take some time to ensure that you have checked off all the boxes below prior to forwarding your application.

 Provided 2 most recent **Rental Referees** and 1 **Character Referee** for each tenant over 18 years old.

**Please note:** If you have been **renting through family/friends**, please supply 2 **written** character references in place of rental referees (See Question 13).

If you have **never rented**, please supply 2 written character references (**not** family members or friends).

**Income Details**

This should include all dependants aged 18 years and over and must comprise:

 most recent 13 weeks of consecutive payslips for all household members earning income **OR**

 a Letter from the Employer stating the Gross Annual Income **OR**

 an Accountant’s assessment stating Gross Annual Income if Self Employed **AND/OR**

 Centrelink statement for previous 12 month period. This is also required for dependent children who are receiving Youth Allowance, Austudy or Abstudy.

NB: an ‘Income Statement’ is NOT the same as a ‘Rate of Payment’ letter that Centrelink provides.

 Included current **Identification** (Photo I.D. eg. Licence, Proof of Age is required)

 Signed and dated the **Declaration** (Question 14)

 Signed and dated the **Centrelink Income Confirmation Consent** form (attached)

|  |
| --- |
| Office Use Only |
|  Centrelink Income Confirmation Consent Form Attached.References:    Comments:   Approved / Not ApprovedSigned: |