

Tenancy Application – Affordable Living

Each household member over 18 must submit a separate application (e.g. if applying with a partner, spouse or friends each person needs to complete a separate application form).

This application may not be considered if it is not completed in full and/or if the supporting documentation is not provided.

To be considered for an Affordable Living tenancy, it is necessary to meet the eligibility criteria outlined on our website.

Churches of Christ Housing Services

Address: 41 Brookfield Road, Kenmore QLD 4069

Phone: 07 3327 1674

Email: affordableliving@cofcqld.com.au

Postal: PO Box 508, Kenmore QLD 4069

Website: cofc.com.au/housing

Address of the property being applied for:

Ways to submit your application

Submit your application using one of the following methods:

Via email - affordableliving@cofcqld.com.au

Via post - PO Box 508, Kenmore QLD 4069

Number of occupants

Total number of occupants intended to reside on the premises (*including those under 18 years of age*):

Number of occupants under 18 years of age:

Applicant details

Full name:

Current address:

Date of birth:

Gender:

Phone:

Email:

Employment details

If you cannot provide details of your current employment or income, please provide other details about your ability to pay rent under **Financial information**.

Current employer

Job title:

Length of employment:

Gross weekly income:

Financial information

Please provide the following documents to verify your ability to pay rent.

Most recent payslips (4 weeks) or Centrelink Income Statement	<input type="checkbox"/>
Bank statements (without transaction details)	<input type="checkbox"/>

If not receiving regular income (e.g. self-employed, casual, freelance, between employment), please provide details of previous employment or other documents supporting your financial ability to pay rent, such as:

- Payslips from previous employment
- Proof of savings or assets
- Other – *provide details below.*

Verification of identity

Please provide the following documents to verify your identity. Discuss the most suitable method of identity verification with us if you are unable to provide the requested documents.

Note: Your personal information will be stored securely. If your application is unsuccessful, we will destroy this information within 3 months of the relevant tenancy commencing, unless you otherwise consent for information to be held for a longer period.

Photo identification (drivers' licence, passport, or photo identification card)	<input type="checkbox"/>
Birth Certificate or Australian Citizenship Certificate	<input type="checkbox"/>

Applicant suitability

Please provide the following documents to support your suitability for the property. If unable to provide the requested information, contact us to discuss alternative documentation.

Rental reference from previous landlord or agent	<input type="checkbox"/>
Rent ledger from previous tenancy	<input type="checkbox"/>

Rental history (if you do not have a rental history, please leave this section blank)

Property 1

Current/previous address:			
Rental period (start–end):			
Landlord or Agent:			
Phone:		Email:	

Property 2

Previous address:			
Rental period (start–end):			
Landlord or Agent:			
Phone:		Email:	

References

Please provide 2 referees who can verify your ability to care for the property.

Name:			
Phone:		Email:	
Referee's connection to applicant:			
Name:			
Phone:		Email:	
Referee's connection to applicant:			

Pet details

Do you intend to keep any pets at the premises? *If yes, provide details below and complete the enclosed **Pet Application**. Additional conditions may apply if a pet is kept at the property.* ☐ Yes ☐ No

Type/s of pets:	
Number of pets:	

Vehicle details

Will any vehicles be parked at the property? *If yes, please specify the type and number of vehicles below. Additional conditions may apply relating to vehicles such as parking arrangements, driveway use, communal rules.* ☐ Yes ☐ No

Cars:		Trailers:		Caravan:		Boats:		Other:	
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Term of tenancy

Preferred move in date:	
Desired lease term:	

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:		Email:	
Address:			
Next of Kin:	<input type="checkbox"/> Yes <input type="checkbox"/> No		

Eligibility declaration

Are you an Australian Citizen or have permanent residency or have been issued with a temporary protection or bridging visa? ☐ Yes ☐ No

Do you own or part-own property in Australia or overseas?
This includes residential or commercial property, land, manufactured homes, mobile homes or caravans that are permanently connected to utilities. ☐ Yes ☐ No

Does your household's combined liquid assets exceed \$141,500 for a single person, or \$180,500 for 2 or more household members?

This includes money in bank accounts, shares and investments and superannuation payouts.

☐ Yes ☐ No

Applicant declaration

The applicant acknowledges and agrees:

- the information provided in this application, including attached documentation, is true and correct.
- this application creates no contractual or legal obligations between the parties.
- Churches of Christ Housing Services is not required to provide reasons if this application is not approved.
- upon or prior to signing a tenancy agreement, the applicable bond and two weeks rent in advance must be paid in full and said payments must be cleared. Cash or cheques will not be accepted.
- this application is for an Affordable Living scheme and that it is necessary to continue to meet the eligibility criteria for the duration of the tenancy and to provide verification of this when requested.
- to the tenancy agreement and the special terms and conditions.

Applicant signature:		Date:	
Applicant signature:		Date:	

Please read the Privacy Statement and sign the Privacy Consent on the next page prior to submitting this application.

For help or further information, visit the Residential Tenancies Authority (RTA) website at rta.qld.gov.au or call the RTA's Contact Centre on 1300 366 311.

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 publicly available on our website.

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:

- residential tenancy databases for the purpose of confirming details in your application and properly assessing the risk of providing you with a lease agreement;
- 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;
- your referees, current and or previous employers for the purpose of verifying information provided in your tenancy application
- tradespeople and similar contractors engaged by the owner or Churches of Christ Housing Services in order to facilitate maintenance with respect to the premises;
- 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;
- utility providers, where you have opted for such a service, for the purpose of enabling the connection and/or disconnection of your utility services;
- 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:			
Applicant signature:		Date:	
Applicant name:			
Applicant signature:		Date:	

Pet Application

Applicant/s name:	
Property address:	

Details *(Please complete all applicable fields)*

Pet type:			
Registration details:	<input type="checkbox"/> Copy attached	Certificate of desexing:	<input type="checkbox"/> Copy attached
Description: <i>(e.g. sex, colour, height, weight, age)</i>			
Reason for application: <i>(attach a separate sheet if required)</i>			
Any other information you would like to provide regarding pet and suitability to property: <i>e.g. temperament and training; living inside or outside; phot of pet; meets council requirements etc.</i>			

Conditions

The tenant acknowledges and agrees:

- Submitting this application does not automatically provide approval to keep a pet and an outcome will be provided in writing.
- It is not the responsibility of the Lessor to provide adequate fencing to ensure pets remain within their designated areas. Any enclosures or modifications to the property to accommodate the pet must be requested and approved in writing.
- Pets are not permitted to roam free within communal areas (unit developments) and must remain within the perimeters of the pet owners dwelling or in designated pet areas. Pets must be kept on a lead at all times when entering or exiting a unit complex and any fouling of an area must be cleaned immediately and disposed of appropriately.
- If a pet causes a nuisance to neighbours, such as excessive barking or escaping, it may be considered a breach of the tenancy agreement subject to remedial action.
- Professional pest control treatment for fleas or vermin associated with the ownership of a pet, including deodorising, is the responsibility of the tenant and must be completed as requested by the Lessor, and upon vacating the premises with a receipt provided.
- Professional carpet cleaning, associated with the ownership of a pet, is the responsibility of the tenant and

must be completed as requested by the Lessor, and upon vacating the premises with a receipt provided.

- Local council regulations must be adhered to, including registration and licences. A copy of the registration or licence must be provided to the Lessor within 14 days of the pet arriving at the property.
- Pets must be suitably identifiable – e.g. identification tags, microchipping, tattoos – and a photo of the pet must be provided.
- Damage caused by pets will be repaired at the tenant's expense.
- Areas frequented by the pet must be kept in a hygienic state—litter trays, carry cages and gardens must be cleaned regularly and waste disposed of in sealed bags in the general waste bin, having regard to minimising odour in the property and rubbish bins.
- Pets must be restrained and controlled during property inspections or when a person acting on behalf of the Lessor is attending the property (e.g. tradespeople).
- Breeding animals is not permitted at the property unless express written approval is provided by the Lessor.
- Pet owners are liable for any damage or injury to other person/s or their property and should therefore have relevant and adequate insurance to cover such events.
- Failure to comply with the conditions herein may result in approval for keeping a pet being withdrawn.
- Should Churches of Christ Housing Services receive three substantiated complaints in regard to the keeping of the pet within a three-month period, approval for keeping a pet may be withdrawn.
- Pets permanently removed from the property must be reported to the Lessor and a new application submitted for any new pet.

Signature:	
Date:	
