

# Private Rental Assistance Individual Details Form

Each applicant must complete his/her own Individual Details Form when applying for a Bond Loan and/or Rental Grant.



**Queensland Government**

Department of Housing

## A. Personal Details

Please provide all personal details and answer all questions below.

Surname	First Name	Second Name	Date of Birth	Sex M/F

Telephone No. \_\_\_\_\_ Mobile No. \_\_\_\_\_

Email (Private) \_\_\_\_\_ Email (Business) \_\_\_\_\_

Employer's Name \_\_\_\_\_

Employer's Telephone No. \_\_\_\_\_ Facsimile No. \_\_\_\_\_

1. What is the total of your cash and savings at this time? \$ \_\_\_\_\_

2. Please indicate if you are of: (Please tick one or more of the following options)

Aboriginal origin  Yes  No

Torres Strait Islander origin  Yes  No

Australian South Sea Islander origin  Yes  No

Another cultural or linguistic background  Yes  No

3. What is your citizenship status? Please tick the correct box.

Australian Citizen  Permanent Resident  Temporary Protection Visa  None

Have you provided evidence of citizenship status?  Yes  No

4. Have you provided evidence of income?  Yes  No

5. Do you own or part own:

a residential property; or

a caravan, a mobile home or a live-aboard boat, any of which are permanently connected to normal household utilities?

6. Have you provided two legible forms of identification?  Yes  No

7. Have you previously been assisted by this department?  Yes  No

If YES, what form of assistance did you receive?

Bond Loan  Rental Grant  Public Housing  Other \_\_\_\_\_

Application No. (if known) \_\_\_\_\_

8. Are you known by any other names (ie maiden name, name change etc) ?  Yes  No

If YES, please list \_\_\_\_\_

## B. Contact Details

Please provide contact details for your next of kin not living with you.

Name \_\_\_\_\_ Relationship \_\_\_\_\_

Address \_\_\_\_\_ Postcode \_\_\_\_\_

Telephone No. \_\_\_\_\_ Mobile No. \_\_\_\_\_

Email \_\_\_\_\_

Provide contact details for another person not living with you.

Name \_\_\_\_\_ Relationship \_\_\_\_\_

Address \_\_\_\_\_ Postcode \_\_\_\_\_

Telephone No. \_\_\_\_\_ Mobile No. \_\_\_\_\_

Email \_\_\_\_\_



C. Proof of Current Address

This section must be fully completed by your Lessor/Agent (if you are currently renting) or a representative of an approved centre (if you are applying for a Rental Grant) or a friend or relative (if you are currently staying with them).

This is to certify that (Name of Applicant) \_\_\_\_\_ has been a resident at (Address of Property) \_\_\_\_\_ Postcode \_\_\_\_\_

Name \_\_\_\_\_

Your relationship to the applicant (please tick the correct box):

Friend  Relative  Lessor/Agent  Approved centre representative

Address \_\_\_\_\_

\_\_\_\_\_ Postcode \_\_\_\_\_

Telephone No. (Home) \_\_\_\_\_ (Work) \_\_\_\_\_

Signature \_\_\_\_\_ Date \_\_\_\_/\_\_\_\_/\_\_\_\_

D. Identification

If you are lodging an application by mail or facsimile and/or are living in an outer country area where there is no Queensland Department of Housing office/agent, a Justice of the Peace or Commissioner for Declarations must sight two (2) approved forms of identification and initial each applicant's Individual Details Form in the space provided below.

Primary Form of Identification \_\_\_\_\_ Justice of the Peace/Commissioner for Declarations initial \_\_\_\_\_

Secondary Form of Identification \_\_\_\_\_ Justice of the Peace/Commissioner for Declarations initial \_\_\_\_\_

Please attach copies of the two forms of identification, other than credit cards, from the Approved Forms of Identification Section E of the Private Rental Assistance Household Application Form.

E. Declaration

Applicant must sign the following declaration.

PENALTY FOR FALSE STATEMENT

You are required to declare that all questions on this form have been answered truthfully and correctly. It is an offence under Section 17 of the Housing Act 2003 to give information that is known to be false or misleading and can carry a penalty. False or misleading information will make an application invalid.

PERSONAL INFORMATION PRIVACY NOTICE

The Department of Housing is collecting personal information on this form to provide you with housing assistance or assess grant funding applications. This is authorised by the Housing Act 2003. To assist you with your housing needs and services, relevant personal information may, in very limited and specific circumstances, be disclosed to: partner agencies, service providers, agencies authorised by legislative provisions, and local governments and non-governmental agencies that now or will provide you with housing and/or support services. Limited personal information may be used for housing related research, policy or planning functions. Unless authorised or required by law, your personal information will not be passed on to any other third party without your consent. More information about the department's privacy policy is available on our website at www.housing.qld.gov.au/footer/privacy.htm

I hereby declare that to my knowledge all questions on this application have been answered truthfully and correctly and that all relevant information has been provided.

Signature of Applicant \_\_\_\_\_ Date \_\_\_\_/\_\_\_\_/\_\_\_\_

Signature of Witness \_\_\_\_\_ Date \_\_\_\_/\_\_\_\_/\_\_\_\_

J.P./C.Dec No. \_\_\_\_\_

(Witness must be a Justice of the Peace, a Commissioner for Declarations, or a representative of the Queensland Department of Housing.)