

Application for a bond loan

This bond loan application is for private renters seeking an interest-free loan from the Department of Health and Human Services (the department) to help cover the cost of a rental bond.

Who can apply

You can apply for a bond loan as a single person, a couple, a family or a shared household.

In general, to be considered for a bond loan you must:

- Not exceed the current bond loan income and asset limits
- Not own or part own a house, unit or flat
- Have Australian citizenship or permanent residency status
- Repay any money that you owe from a previous public housing tenancy or bond loan
- Not rent a property that will cost more than 55% of your gross weekly household income
- Provide proof of identity, residency status, income and assets, for each person applying
- Generally, we cannot issue a bond loan to you if you have already paid the bond to the owner or agent.

How to apply

- Fill in the form in CAPITAL letters
- Attach all the documents we ask for
- Have all applicants sign the declaration
- Ask the real estate agent or landlord to fill in **Section C** and **E** (if applicable)
- Fill in the checklist at the back of the form the checklist on the back page of this application
- Take or send your application to your Department of Health and Human Services local office (or bond agent if you live in a rural area).

Generally applications take up to three working days to assess. Your local office can tell you how long it will take to make a decision about your application.

If your application is approved, a cheque made payable to the Residential Tenancies Bond Authority will be given to you or sent directly to your landlord or their agent.

The cheque will be accompanied by a bond lodgement form which the landlord will use to lodge the bond with the Residential Tenancies Bond Authority.

For further information, contact your local office or visit the housing website at www.housing.vic.gov.au.

The department's local offices are listed in the government section of the White Pages directory under Department of Health and Human Services (Vic) and on our website at www.housing.vic.gov.au.

Centrelink Confirmation eServices

Centrelink Confirmation eServices (CCeS) is an online service that allows us to obtain information directly from Centrelink to confirm your eligibility for housing services.

We recommend that you use CCeS if you are a Centrelink customer as we require up-to-date information about your income and assets to assess your eligibility for housing services.

CCeS has strict privacy and security standards and we must have your consent before we can obtain information about you from Centrelink.

You and up to two household members can provide consent by signing the *Consent to use Centrelink Confirmation eServices* in **section I** of this application and ticking the *Income confirmation* and/or *Contact and address verification* check boxes.

Once you have signed the consent form and ticked **Income confirmation**, we can use CCeS to obtain information about your income and assets directly from Centrelink. This means you will not need to tell us about your income or assets (apart from lump sum payments). This will make it easier for you and quicker for us to process your application for a bond loan.

Once you have signed the consent form and ticked **Contact and address verification**, we can use CCeS to obtain your current contact and address details directly from Centrelink to contact you about your application.

Your information

All information you give us will be handled in accordance with the *Health Records Act 2001* and the *Information Privacy Act 2000*.

Your information is collected to assess your eligibility for a bond loan. The department is committed to providing coordinated care. If you are a client of another program of the department, your information may be disclosed to that program to assist in delivery of services to you.

Your information will not be used or disclosed for any other purpose without your consent, or unless there is a legal requirement to do so.

You can access your information held by the department by contacting your local office or the department's Freedom of Information Unit at www.dhhs.vic.gov.au.

You may choose not to give us some or all of the information we ask for, however we may not be able to help you with a bond loan as a result.

You can withdraw this application at any time by notifying your local office. Collection of information necessary to assess your application will then cease.

OFFICE USE ONLY

Date received:	<input type="text" value="DD / MM / YYYY"/>	Date registered:	<input type="text" value="DD / MM / YYYY"/>	Bond reference number:	<input type="text"/>
Received by:	<input type="text" value="DD / MM / YYYY"/>	Name of bond agency:	<input type="text"/>		
Income proof confirmed and attached	<input type="checkbox"/> Yes <input type="checkbox"/> No	ID proof confirmed and attached	<input type="checkbox"/> Yes <input type="checkbox"/> No	Landlord section completed	<input type="checkbox"/> Yes <input type="checkbox"/> No

Section A: Primary applicant (About you)

A1 **Title:** Mr Miss Ms Mrs Dr Prof

A2 **Name:**



Provide proof of your identity. See the Proof of identity fact sheet for the types of identity documents that the department will accept.

Family name:

First name: Middle name:

Previous family name: Preferred name:

A3 **Date of birth:**

A4 **Gender:** Male Female Indeterminate Intersex Other

A5 **Relationship status:** Single Partnered

A6 **Aboriginal or Torres Strait Islander** (tick all boxes that apply):

No Yes, Aboriginal Yes, Torres Strait Islander

A7 **Contact details in case we need to talk to you about this application:**

Contact name:

Landline: Mobile:

Email address:

A8 **Would you like to receive reminders about appointments or interviews by email?**

Yes Don't send reminders

A9 **Would you like to receive communication from us by post or email?** Post Email

A10 **Current postal address:**

Unit: Street number: Street name:

PO box: Suburb/town: State: Postcode:

A11 **Residential address:** (If different to postal address) Same as postal address

Unit: Street number: Street name:

Suburb/town: State: Postcode:

A12 **Country of birth:**

A13**Residency status:**

Provide proof of residency status if not born in Australia (for example, Certificate of Australian citizenship, visa, passport or a letter from the Department of Immigration and Border Protection).

- Australian citizen
 Permanent resident
 New Zealand resident
 Sponsored migrant
 Permanent Protection Visa
 Resolution of Status Visa

Arrival date:

Visa subclass:

A14**Are you subject to the Centrelink preclusion period?**

No
 Yes
 If yes, give the expiry date — Expiry date:

A15**Are you under an Assurance of support?**

No
 Yes
 If yes, give the expiry date — Expiry date:

A16**Preferred spoken language:**

- English
 Croatian
 Russian
 Turkish
 Arabic
 Mandarin
 Somali
 Cantonese
 Polish
 Spanish
 Vietnamese
 Other (please specify):

A17

Do you require an interpreter?
 Yes
 No

A18**Preferred written language:**

- English
 Croatian
 Russian
 Turkish
 Arabic
 Somali
 Chinese
 Polish
 Spanish
 Vietnamese
 Other (please specify):

About your income and assets

If you receive any income from **Centrelink**, you can either:

- provide documentary proof of your income and assets, including a current statement (less than two weeks old) from Centrelink showing the type and amount of income received and the other asset documentation, including property documentation, that we ask for, or
- give us permission to confirm your information about your income and assets with Centrelink using Centrelink Confirmation eServices.

If you use Centrelink Confirmation eServices, you do not need to give us the income and assets documents we ask for. However you must still give us documents we ask for about any property assets that you own.



If you receive an income from the **Department of Veterans' Affairs (DVA)**, you must give us a current statement (less than two weeks old) from DVA showing the type and amount of income received, and asset documentation, including property documentation.

If you are a **wage earner**, you must give us pay slips or a wage statement signed by your employer showing the gross (before tax) income for the last 13 weeks (or from the date you started work if you have been employed for less than 13 weeks), and asset documentation, including property documentation.

If you are **self-employed**, you must give us a copy of the latest 13-week profit and loss statement from your accountant. If you do not have an accountant, you will have to give us a copy of the profit and loss statement that you have prepared and a statutory declaration. You must also give us documentation for any other income you receive, and asset documentation, including property documentation.

A19 Your Centrelink Reference Number (CRN) or DVA number.

CRN: DVA:

A20 Do you agree to use Centrelink Confirmation eServices, so that the department can obtain your income information directly from Centrelink?

No Yes If yes, sign the *Consent to use CCeS* in **Section I** and then continue onto **A21**.

A21 Tell us about all incomes you receive, for example, Centrelink, DVA, wages, compensation payments.

Income type: <input type="text"/>	Gross income (per week): \$ <input type="text"/>
Income type: <input type="text"/>	Gross income (per week): \$ <input type="text"/>
Income type: <input type="text"/>	Gross income (per week): \$ <input type="text"/>
Income type: <input type="text"/>	Gross income (per week): \$ <input type="text"/>

A22 Do you own or part-own any real estate?

Yes Provide details in **A23**.
 No Go to **A24**.

A23 Property ownership

If you own or part-own any real estate or land, please tell us about the property.

An applicant who owns or has an interest in real estate in Australia is ineligible for a bond loan unless they confirm they are unable to live in the property and unable to sell their equity in the real estate.

 If you are unable to live in the property and are unable to sell your equity, you are required to provide the relevant documentation from your real estate agent, solicitor or other relevant support agency to confirm your circumstances.

For further details on the required documentation, contact your local office.

Property address:

Unit: Street number: Street name:

Suburb/town: State: Postcode:

Asset value: \$

Are you able to live in the property permanently?

Yes No (Reason):

Can this asset be sold?

Yes No (Reason):

Is the property for sale?

Yes No (Reason):

Is there a dispute for settlement, or do you have an application for settlement in the Family Court regarding the property?

No Yes (Reason):

A24

Do you have any other assets?

Assets generally include money in the bank, shares, mobile homes, businesses and so on. Assets generally do not include personal belongings, your car, furniture or items that cannot be realised.

- Yes Tell us about the assets you own in **A25**.
- No Go to **A26**.

A25

Other assets



If you have not agreed to use Centrelink Confirmation eServices, you must give us a copy of your bank book or bank statement (less than two weeks old). This can be an ATM statement if your card number appears on the print out and you can show that you are the cardholder.

If you have any other assets, you must also provide proof of their value.

Asset type: Value: \$

Can you cash in or sell this asset? Yes No

Asset type: Value: \$

Can you cash in or sell this asset? Yes No

Asset type: Value: \$

Can you cash in or sell this asset? Yes No

Asset type: Value: \$

Can you cash in or sell this asset? Yes No

A26

Where are you currently living?

Your answer to this question will not affect your eligibility for a bond loan. However, it will assist the department with future service planning.

- | | |
|--|---|
| <input type="checkbox"/> Family and friends | <input type="checkbox"/> Vehicle |
| <input type="checkbox"/> Temporary accommodation | <input type="checkbox"/> Hotel |
| <input type="checkbox"/> Transitional Housing Management (THM) | <input type="checkbox"/> Rooming house/boarding house |
| <input type="checkbox"/> Crisis accommodation | <input type="checkbox"/> Student accommodation |
| <input type="checkbox"/> Public housing | <input type="checkbox"/> Housing association |
| <input type="checkbox"/> Private rental | <input type="checkbox"/> Community care unit |
| <input type="checkbox"/> Owner occupier | <input type="checkbox"/> Other (please specify) |
| <input type="checkbox"/> Caravan park | <input type="text"/> |

Section C: Private landlord release of information

This section is only to be completed by a private landlord who does not use a real estate agent.

 Private owners who do not use a real estate agent may provide the department with a recent council rates notice or a copy of your property title to confirm ownership of the property.

If you cannot provide either of these documents, please complete the Form of authority in this section so that we can confirm property ownership with the local council.

If you do not give permission for the department to obtain this information from the local council, we cannot consider this bond loan application.

Department of Health and Human Services bond loan — Form of authority

C1 Name/s of person/s applying for bond loan

First name:	<input type="text"/>	Family name:	<input type="text"/>
First name:	<input type="text"/>	Family name:	<input type="text"/>
First name:	<input type="text"/>	Family name:	<input type="text"/>

C2 Name of property owner:

C3 Owner's contact details:

Landline:	<input type="text"/>	Mobile:	<input type="text"/>
Email address:	<input type="text"/>		

C4 Local council name:

C5 I authorise the Director of Housing, or officers acting on behalf of the Director of Housing to obtain information from the local council to confirm ownership of the rental property below.

Yes No

C6 Rental property address:

Unit:	<input type="text"/>	Street number:	<input type="text"/>	Street name:	<input type="text"/>
Suburb/town:	<input type="text"/>	State:	<input type="text"/>	Postcode:	<input type="text"/>

C7 I authorise the local council to release information regarding ownership of the rental property to the Director of Housing.

Yes No

The release of this information is requested for the purpose of confirming ownership of a property in order to assess a Department of Health and Human Services bond loan application, and for no other purpose.

C8 Owner's signature:

<input type="text"/>	Date:	<input type="text"/>
----------------------	-------	----------------------

C9 Office use only

Requesting officer's signature (for and on behalf of the Director of Housing as an authorised officer).

Signature:	<input type="text"/>	Date:	<input type="text"/>
------------	----------------------	-------	----------------------

Section F: Other applicants who are applying for a bond loan (About them)

This section should be completed for the other members of your household who are applying for a bond loan. Do not include details of dependants here, except where asked.

If there are no other people applying, go to Section G.

Household applicant 2

Household applicant 3

F1

Title:

Mr Miss Ms Mrs Dr Prof

Title:

Mr Miss Ms Mrs Dr Prof

F2

Name:



Please provide proof of identities of the other applicant/s. See the Proof of identity fact sheet for the types of identity documents that the department will accept.

Family name:

First name:

Middle name:

Previous family name:

Preferred name:

Family name:

First name:

Middle name:

Previous family name:

Preferred name:

F3

Date of birth:

DD / MM / YYYY

Date of birth:

DD / MM / YYYY

F4

Gender:

Male Female Indeterminate
 Intersex Other

Gender:

Male Female Indeterminate
 Intersex Other

F5

Relationship status:

Single Partnered

Relationship status:

Single Partnered

F6

Aboriginal or Torres Strait Islander (please tick all boxes that apply):

No
 Yes, Aboriginal
 Yes, Torres Strait Islander

No
 Yes, Aboriginal
 Yes, Torres Strait Islander

F7

Contact details:

Landline:

Mobile:

Contact details:

Landline:

Mobile:

F8

Country of birth:

Country of birth:

F9**Residency status:**

Provide proof of residency status for each applicant not born in Australia (for example, Certificate of Australian citizenship, visa, passport or a letter from the Department of Immigration and Border Protection).

Household applicant 2 (cont.)

- Australian citizen
- Permanent resident
- New Zealand resident
- Sponsored migrant
- Permanent Protection Visa
- Resolution of Status Visa

Arrival date: Visa subclass: **Household applicant 3 (cont.)**

- Australian citizen
- Permanent resident
- New Zealand resident
- Sponsored migrant
- Permanent Protection Visa
- Resolution of Status Visa

Arrival date: Visa subclass: **F10****Is this applicant subject to the Centrelink preclusion period?**

Yes — Expiry date:

No

Yes — Expiry date:

No

F11**Is this applicant under an Assurance of support?**

Yes — Expiry date:

No

Yes — Expiry date:

No

F12**Preferred spoken language:**

- English
- Cantonese
- Mandarin
- Russian
- Spanish
- Vietnamese
- Other (please specify)
- Arabic
- Croatian
- Polish
- Somali
- Turkish

Preferred spoken language:

- English
- Cantonese
- Mandarin
- Russian
- Spanish
- Vietnamese
- Other (please specify)
- Arabic
- Croatian
- Polish
- Somali
- Turkish

F13**Does this applicant require an interpreter?** Yes No**Does this applicant require an interpreter?** Yes No**F14****Preferred written language:**

- English
- Chinese
- Russian
- Spanish
- Vietnamese
- Other (please specify)
- Arabic
- Croatian
- Polish
- Somali
- Turkish

Preferred written language:

- English
- Chinese
- Russian
- Spanish
- Vietnamese
- Other (please specify)
- Arabic
- Croatian
- Polish
- Somali
- Turkish

About their income and assets

If they receive any income from **Centrelink**, they can either:

- provide documentary proof of their income and assets, including a current statement (less than two weeks old) from **Centrelink** showing the type and amount of income received and the other asset documentation, including property documentation, that we ask for, or
- give us permission to confirm their information about their income and assets with Centrelink using Centrelink Confirmation eServices (CCeS). If they use CCeS, they do not need to give us the income and assets documents we ask for. However they must still give us documents we ask for about any property assets that they own.



If they receive an income from the **Department of Veterans' Affairs (DVA)**, they must give us a current statement (less than two weeks old) from DVA showing the type and amount of income received, and asset documentation, including property documentation.

If they are a **wage earner**, they must give us pay slips or a wage statement signed by their employer showing the gross (before tax) income for the last 13 weeks (or from the date they started work if they have been employed for less than 13 weeks), and asset documentation, including property documentation.

If they are **self-employed**, they must give us a copy of the latest 13-week profit and loss statement from their accountant. If they do not have an accountant, they will have to give us a copy of the profit and loss statement that they have prepared and a statutory declaration. They must also give us documentation for any other income they receive, and asset documentation, including property documentation.

Household applicant 2 (cont.)

Household applicant 3 (cont.)

F15

Their Centrelink Reference Number (CRN) or DVA number.

CRN:

DVA:

CRN:

DVA:

F16

Do they agree to use CCeS so that the department can obtain their income information directly from Centrelink?

Yes No

Sign the *Consent to use CCeS* in **Section I** and then go to **F17**.

Yes No

Sign the *Consent to use CCeS* in **Section I** and then go to **F17**.

F17

Tell us about all incomes they receive, for example, Centrelink, DVA, wages, compensation payments.

Income type:	Gross income (per week):
<input type="text"/>	\$ <input type="text"/>
Income type:	Gross income (per week):
<input type="text"/>	\$ <input type="text"/>
Income type:	Gross income (per week):
<input type="text"/>	\$ <input type="text"/>

Income type:	Gross income (per week):
<input type="text"/>	\$ <input type="text"/>
Income type:	Gross income (per week):
<input type="text"/>	\$ <input type="text"/>
Income type:	Gross income (per week):
<input type="text"/>	\$ <input type="text"/>

F18

Do they own or part-own any real estate?

Yes Provide details in **F19**.

No Go to **F20**.

Yes Provide details in **F19**.

No Go to **F20**.

Property ownership

If they own or part-own any real estate or land, please tell us about the property.

An applicant who owns or has an interest in real estate in Australia is ineligible for a bond loan unless they confirm they are unable to live in the property and unable to sell their equity in the real estate.



If the applicant is unable to live in the property and are unable to sell their equity, they are required to provide the relevant documentation from their real estate agent, solicitor or other relevant support agency to confirm their circumstances.

For further details on the required documentation contact your local office.

Household applicant 2 (cont.)

Property address:

Unit: Street number:

Street name:

Suburb/town:

State: Postcode:

Asset value: \$

Are they able to live in the property permanently?

Yes No (Reason):

Can this asset be sold?

Yes No (Reason):

Is the property for sale?

Yes No (Reason):

Is there a dispute for settlement, or do they have an application for settlement in the Family Court regarding the property?

No Yes (Reason):

Household applicant 3 (cont.)

Property address:

Unit: Street number:

Street name:

Suburb/town:

State: Postcode:

Asset value: \$

Are they able to live in the property permanently?

Yes No (Reason):

Can this asset be sold?

Yes No (Reason):

Is the property for sale?

Yes No (Reason):

Is there a dispute for settlement, or do they have an application for settlement in the Family Court regarding the property?

Yes No (Reason):

Do they have any other assets?

Assets generally include money in the bank, shares, mobile homes, businesses and so on. Assets generally do not include personal belongings, their car, furniture or assets that cannot be realised.

Yes Go to **F21**

No Go to **F22**

Yes Go to **F21**

No Go to **F22**

F21

Other assets



If they have not agreed to use Centrelink Confirmation eServices, they must give us a copy of their bank book or bank statement (less than two weeks old). This can be an ATM statement if their card number appears on the print out and they can show that they are the cardholder.

If they have any other assets, they must also provide proof of their value.

Household applicant 2 (cont.)

Asset type: Value: \$

Can they cash in or sell this asset? Yes No

Asset type: Value: \$

Can they cash in or sell this asset? Yes No

Asset type: Value: \$

Can they cash in or sell this asset? Yes No

Asset type: Value: \$

Can they cash in or sell this asset? Yes No

Household applicant 3 (cont.)

Asset type: Value: \$

Can they cash in or sell this asset? Yes No

Asset type: Value: \$

Can they cash in or sell this asset? Yes No

Asset type: Value: \$

Can they cash in or sell this asset? Yes No

Asset type: Value: \$

Can they cash in or sell this asset? Yes No

F22

What is their role in the household?

Single Partnered to:

Single Partnered to:

F23

What is their share of the rent in the property you want to rent?

\$

\$

F24

Do they have any dependent children who have not already been included on this form?

No
 Yes Number of dependants:

No
 Yes Number of dependants:

Section G: Current or previous assistance from the Department of Health and Human Services

Victorian Housing Register

G1 Does anyone included in this application have a current application registered for the Victorian Housing Register?

Yes Go to **G2** No Go to **G4**

G2 Do you wish to change the postal address for the rental application?

Yes Provide names and housing application number/s (Service ID/s) in **G3**:
 No Go to **G4**.

G3 Current Victorian Housing Register application details:

Print name(s): Service ID:

Bond loan

G4 Has anyone included in this application received a bond loan from the department before?

Yes Go to **G5**
 No Go to **Section H**

G5 Applicant name/s and address of rental property:

Primary applicant	Applicant 2	Applicant 3
Full name: <input type="text"/>	Full name: <input type="text"/>	Full name: <input type="text"/>
Unit: <input type="text"/> Street number: <input type="text"/>	Unit: <input type="text"/> Street number: <input type="text"/>	Unit: <input type="text"/> Street number: <input type="text"/>
Street name: <input type="text"/>	Street name: <input type="text"/>	Street name: <input type="text"/>
Suburb/town: <input type="text"/>	Suburb/town: <input type="text"/>	Suburb/town: <input type="text"/>
State: <input type="text"/> Postcode: <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/>	State: <input type="text"/> Postcode: <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/>	State: <input type="text"/> Postcode: <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/>

G6 When did they apply? <input type="text" value="DD / MM / YYYY"/>	When did they apply? <input type="text" value="DD / MM / YYYY"/>	When did they apply? <input type="text" value="DD / MM / YYYY"/>
---	---	---

G7 Bond loan reference number: <input type="text"/>	Bond loan reference number: <input type="text"/>	Bond loan reference number: <input type="text"/>
---	---	---

Primary applicant (cont.)

Applicant 2 (cont.)

Applicant 3 (cont.)

G7

Has this loan been repaid?

- Yes Go to **Section H**
- No Go to **G8**

Has this loan been repaid?

- Yes Go to **Section H**
- No Go to **G8**

Has this loan been repaid?

- Yes Go to **Section H**
- No Go to **G8**

G8

Tell us why the loan has not been repaid.

<hr/>

<hr/>

<hr/>

Section H: Statutory declaration to be signed by all applicants

A person who wilfully provides false information to the Department of Health and Human Services in order to obtain a bond loan may be liable for penalties under Section 40 of the *Housing Act 1983 (VIC)*. Furthermore, any person or persons making a false declaration are liable to the penalties of perjury under the *Evidence Act 1958* which may include imprisonment.

I / We

Primary applicant	Applicant 2	Applicant 3
Full name: <input type="text"/>	Full name: <input type="text"/>	Full name: <input type="text"/>
of (current address)	of (current address)	of (current address)
Unit: <input type="text"/> Street number: <input type="text"/>	Unit: <input type="text"/> Street number: <input type="text"/>	Unit: <input type="text"/> Street number: <input type="text"/>
Street name: <input type="text"/>	Street name: <input type="text"/>	Street name: <input type="text"/>
Suburb/town: <input type="text"/>	Suburb/town: <input type="text"/>	Suburb/town: <input type="text"/>
State: <input type="text"/> Postcode: <input type="text"/>	State: <input type="text"/> Postcode: <input type="text"/>	State: <input type="text"/> Postcode: <input type="text"/>

1. ACKNOWLEDGE that the bond money paid on my behalf to the estate agent or landlord is a loan advanced by the Director of Housing to me.
2. ACKNOWLEDGE that all applicants are jointly and severally liable for any outstanding bond loan amount. This means that each applicant and all applicants together are liable for the whole bond debt as per the original bond loan agreement. If any part of the bond is legally withheld by the estate agent or landlord, the bond debt is equally divided amongst the household members. Before receiving a further bond loan, I may be required to sign an agreement to repay the remaining bond loan amount allocated to the other household members.
3. AUTHORISE the Department of Health and Human Services to issue a cheque payable to the Residential Tenancies Bond Authority, and undertake to provide this cheque to the estate agent or landlord together with the covering letter and bond lodgement form given to me by the Department of Health and Human Services.
4. AGREE
 - to repay the loan immediately to the Department of Health and Human Services if the bond money is returned to me during or after my tenancy
 - to return to the Department of Health and Human Services the cheque for the bond money if the tenancy of the rented premises does not proceed, and
 - to participate in any legal proceedings for the recovery of the bond money.
5. ACKNOWLEDGE that I have understood the instructions and information given in this application.
6. DECLARE that to the best of my knowledge, all the information in this application for a bond loan has been provided, and that the information I have provided is true and correct.

This declaration is made on: at in Victoria,
and is declared by:

Full name of primary applicant:

Signature of primary applicant:

Full name of applicant 2:

Signature of applicant 2:

Full name of applicant 3:

Signature of applicant 3:

Witnessed before me

The authorised witness must print his or her name, address and title under section 107A of the *Evidence (Miscellaneous Provisions) Act 1958 (VIC)* (as of 1 January 2010), (previously the *Evidence Act 1958 (VIC)*).

He or she may include a Justice of the Peace, police officer, court registrar, bank manager, medical practitioner, dentist or housing services officer.

Print name:

Signature:

Address:

Authorised title:

Date: at in Victoria

Section I: Centrelink Confirmation eServices (CCeS)

If you or any household member 18 years or over wish to use CCeS to tell us about your income and assets, then please read the information below and sign the consent form.

Centrelink Confirmation eServices (CCeS) is an online service that allows us to obtain information directly from Centrelink.

CCeS has strict privacy and security standards. We must have your consent before we can obtain information about you from Centrelink.

You and your household members can provide consent by signing the *Consent to use CCeS* below and ticking the *Income confirmation* and /or *Contact and address verification* check boxes. More information about CCeS is available from Centrelink and from Centrelink's website: <www.humanservices.gov.au>

Consent to use Centrelink Confirmation eServices

I/we authorise the Australian Government Department of Human Services (Centrelink) to provide the Victorian Department of Health and Human Services with the results of the enquiries I/we have indicated below in order to enable the department to determine if I/we qualify for one or more of its housing services.

I/we understand that the information provided by Centrelink to the department may contain the following:

- **Income confirmation.** Personal information such as (but not limited to) current or historical details of Centrelink payments received, dependants, marital/partnered status, Centrelink deductions, income from sources other than Centrelink and assets.
- **Contact and address verification.** My/Our current address and contact details, and also my/our address history (up to two years), which the department may use to support an application for housing services.

I/we authorise the department to use Centrelink Confirmation eServices to perform a Centrelink enquiry of my Centrelink income, asset and payment details.

I/we understand this consent, once signed, remains valid while I am/we are a customer/s of the department unless I/we revoke it by contacting the department or Centrelink.

I/we understand that if I/we withdraw my/our consent or do not alternatively provide proof of my/our circumstances/details, I/we may not be eligible for the service provided by the department.

Primary applicant	Applicant 2	Applicant 3
Full name: <input type="text"/>	Full name: <input type="text"/>	Full name: <input type="text"/>
Date of birth: <input type="text" value="DD / MM / YYYY"/>	Date of birth: <input type="text" value="DD / MM / YYYY"/>	Date of birth: <input type="text" value="DD / MM / YYYY"/>
Unit: <input type="text"/> Street number: <input type="text"/>	Unit: <input type="text"/> Street number: <input type="text"/>	Unit: <input type="text"/> Street number: <input type="text"/>
Street name: <input type="text"/>	Street name: <input type="text"/>	Street name: <input type="text"/>
Suburb/town: <input type="text"/>	Suburb/town: <input type="text"/>	Suburb/town: <input type="text"/>
State: <input type="text"/> Postcode: <input type="text"/>	State: <input type="text"/> Postcode: <input type="text"/>	State: <input type="text"/> Postcode: <input type="text"/>
Centrelink Reference Number (CRN): <input type="text"/>	Centrelink Reference Number (CRN): <input type="text"/>	Centrelink Reference Number (CRN): <input type="text"/>
<input type="checkbox"/> Income confirmation <input type="checkbox"/> Contact and address verification	<input type="checkbox"/> Income confirmation <input type="checkbox"/> Contact and address verification	<input type="checkbox"/> Income confirmation <input type="checkbox"/> Contact and address verification
Signature: <input type="text"/>	Signature: <input type="text"/>	Signature: <input type="text"/>
Date: <input type="text" value="DD / MM / YYYY"/>	Date: <input type="text" value="DD / MM / YYYY"/>	Date: <input type="text" value="DD / MM / YYYY"/>

Checklist

Before you return the bond loan application, please tick the items in the check boxes below, to make sure you have completed all the sections and attached the documents we have asked for. If your application is not complete, we will not be able to assess your eligibility.

All documents must be dated no more than 14 days prior to the date on which you give us the application.

Section A: Primary applicant

Have you completed the primary applicant details in **Section A** and provided proof of identity and residency status if not born in Australia?

Have you completed the consent form in **Section I** if you wish to use Centrelink Confirmation eServices?

Have you provided details of your income and assets and the documents we ask for?

Section B: Real estate agent or landlord

Has your real estate agent or landlord completed **Section B**?

Section C: Private landlord

If your landlord does not use a real estate agent, have they provided a copy of a recent rates notice or the property title to confirm their ownership of the property? Alternatively, have they completed the Form of authority in **Section C**?

Section D: Bond agent

If you are using a bond agent (rural applicants only), has the bond agent completed **Section D**?

Section E: Your bond loan

Have you completed **Section E** to tell us about the bond loan you are applying for?

Section F: Other applicants

Have you completed details about other members of your household who are applying for this bond loan in **Section F**? (Do not include details of dependants here, except where asked.)

Have they provided proof of identity and residency status if not born in Australia?

Have they completed the consent form in **Section I** if they wish to use Centrelink Confirmation eServices?

Have they provided details of their income and assets and the documents we ask for?

Section G: Current or previous assistance

Have you completed **Section G** to tell us about current or previous assistance that you or anyone else included in this application have received from the Department of Health and Human Services?

Section H: Statutory declaration

Have all the people applying for this bond loan signed the declaration in **Section H**?

Has the declaration been signed before an authorised witness, and has the authorised witness provided their name, address, title and signature?

Section I: Centrelink Confirmation eServices

Have all applicants who want to use Centrelink Confirmation eServices completed and signed the consent form in **Section I**?

Language Link

English

This publication is about housing. If you have difficulty reading English, you can get help with this publication. Please contact your local office or call Language Link on (03) 9280 0799 for an interpreter.

Arabic العربية

هذه النشرة هي عن الإسكان. إذا كان لديكم صعوبة في قراءة اللغة الإنكليزية، يمكنكم تلقي المساعدة لفهم هذه النشرة. رجاءً اتصلوا بالمكتب المحلي في منطقتكم أو اتصلوا برابط اللغة Language Link على الرقم (03) 9280 0790 لطلب مترجم شفهي.

Simplified Chinese 中文

这是一份关于住房的出版物。如果你英语阅读有困难，可以获得帮助。请联系本地办事处或拨打 (03) 9280 0791 联系 Language Link 要求口译员协助。

Traditional Chinese 繁體中文

本刊物有關住房資訊。假如您閱讀英語有困難，您可以尋求瞭解本刊物內容的幫助，請聯絡本地公房辦事處或撥打翻譯熱綫 (03) 9280 0789。

Croatian Hrvatski

Ova publikacija sadrži informacije o stambenom smještaju. Ako ovu brošuru ne razumijete zato što je pisana na engleskom, imate pravo na pomoć. Molimo vas, kontaktirajte svoj mjesni ured ili nazovite Language Link na broj (03) 9280 0792 i spojiti će vas se sa tumačem.

Polish Polski

Niniejsza informacja dotyczy kwestii mieszkaniowych. Jeśli masz trudności z czytaniem po angielsku, możesz otrzymać pomoc w zrozumieniu tej publikacji. Prosimy zwrócić się do swojego lokalnego biura lub zadzwonić do Language Link pod numer (03) 9280 0793 i poprosić o ustnego tłumacza.

Russian Русский

Эта публикация касается жилищных вопросов. Если вам трудно прочитать ее по-английски, то вам может быть предоставлена помощь. Вы можете обратиться в свой местный жилищный отдел или связаться с переводчиком, позвонив на Языковую линию (Language Link) по номеру (03) 9280 0794.

Somali Somali

Daabacaadan waxay ku saabsan tahay gurisiinta. Haddii aad qabto dhibaato xaga aqriska Ingiriisiga, waxaad caawimaad ka helayaa daabacaadan. Fadlan la xiriiir xafiiska degaankaaga ama ka wac Language Link taleefanka (03) 9280 0795 wixii la xiriira turjumaanka.

Spanish Español

Esta publicación es sobre vivienda. Si tiene dificultad para leer inglés, se le puede ayudar con esta publicación. Por favor póngase en contacto con su oficina local o llame a Language Link en el (03) 9280 0796.

Turkish Türkçe

Bu yayın konutlar hakkındadır. İngilizce okumakta güçlük çekiyorsanız, bu yayınlı ilgili yardım alabilirsiniz. Lütfen yerel ofisinizle ilişkiye geçin veya bir tercüman için (03) 9280 0797'den Dil Bağlantısı'nı arayın.

Vietnamese Việt

Ấn phẩm này nói về vấn đề nhà ở. Nếu quý vị gặp khó khăn đọc tiếng Anh, quý vị có thể được giúp đỡ để hiểu ấn phẩm này. Xin hãy liên lạc với văn phòng địa phương hoặc gọi cho Language Link theo số (03) 9280 0798 để có thông dịch giúp đỡ.

For other languages, an interpreter is available through your local office.

Accessible format

If you would like to receive this publication in an accessible format, please contact your local office, using the National Relay Service 13 36 77 if required.

This document is also available on our website at <www.housing.vic.gov.au>

Authorised and published by the Victorian Government, 1 Treasury Place, Melbourne. August 2016 (1604013)