

|  |
| --- |
| Application |

Save this form to your hard drive or desktop before you start filling it in.

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

# OFFICE USE ONLY

|  |  |
| --- | --- |
| Date received |  |
| Received by |  |
| Date registered |  |
| Bond reference number |  |
| Name of bond agency |  |

| Evidence | Yes or No |
| --- | --- |
| Income proof confirmed and attached |  |
| ID proof confirmed and attached |  |
| Landlord section completed |  |

# Applying for a Bond Loan

You will need to complete this application to apply for a bond loan from DHHS.

## What is a bond loan?

Private rental is housing that is available in the private market. It covers a range of housing types, including houses, apartments and caravan parks.

If you want to rent privately in Victoria and can’t afford to pay the bond, you may be able to borrow money for an interest-free bond loan from DHHS through this scheme.

If you want to rent privately, most landlords will ask you to pay a bond before you move in. A bond is a security deposit in case you damage the property. The bond money is held by the **Residential Tenancies Bond Authority.** It is returned in full at the end of your lease, unless the landlord is eligible to claim for damages or unpaid rent.

The full bond loan amount must be paid back at the end of your tenancy. Even if your landlord keeps some of the bond because of damages, you must still repay the full amount of the loan.

The loan is for bonds only and cannot be used for rent in advance or moving costs. If you need help with these costs, see if you are eligible for help from the **Housing Establishment Fund.**

## Am I eligible to apply?

To be eligible to apply for a bond loan, you should:

* Be an Australian citizen or permanent resident of Australia
* Meet the income and assets eligibility limits for your household
* Repay any money that you still owe from a previous public housing tenancy or bond loan
* Not rent a property that will cost more than 55 per cent of your gross weekly household income

You can apply as a single person, a couple, family or group of people who want to share a home.

## Things to know

* You will need to provide proof of identity, residency status, income and assets, for each person applying
* You may need to provide other documents
* You are also able to apply online through MyGov
* Generally, we cannot issue a bond loan to you if you have already paid the bond to the owner or agent.

# More information about privacy

The Department of Health and Human Services is committed to protecting your personal information. We need to collect and handle your personal information in order to be able to process your application. All the information you give us will be handled in accordance with the *Privacy and Data Protection Act 2014* and the *Health Records Act 2001*.

If you are using other departmental programs, we may share some of your information with them to help us coordinate better services to you. We will not use your information for any other purpose other than those listed on these forms, to provide services to you, or without your consent, unless the law requires us to do so.

**Accessing your information**

You can access your information through the *Freedom of Information Act 1982* or through the *Privacy and Data Protection Act 2014*. For information about Freedom of Information requests call 1300 475 170 or apply online at foi.vic.gov.au.

If you are seeking information from a community housing organisation or designated support provider then you have access rights under the *Privacy and Data Protection Act 2014.* For further information about privacy call 1300 884 706 or email privacy@dhhs.vic.gov.au

Creating a bond loan application

In this section, we will ask for information about you and anyone else who is applying for a bond loan with you. You may be applying on behalf of other people.

Questions with an (\*) must be answered.

Use black or blue pen, and mark boxes with an X.

* Use 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 Sections C and E (if applicable)
* Fill in the checklist on the back page of this application
* Take or send your application to your local DHHS office (or bond agent if you live in a rural area).

DHHS local offices are listed in the government section of the White Pages directory under Department of Health and Human Services (Vic). You can also find [locations of DHHS offices](https://dhhs.vic.gov.au/locations-dhhs-offices-victoria) on the DHHS website <https://dhhs.vic.gov.au/locations-dhhs-offices-victoria>.

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 bond loan voucher made payable to the Residential Tenancies Bond Authority will be given to you or sent directly to your landlord or their agent.

The bond loan voucher acts as payment and lodgment form. The landlord will use the bond loan voucher to lodge the bond with the Residential Tenancies Bond Authority.

For further information, please ask for a copy of the department's bond loan brochure or fact sheet or visit the [Housing.vic website](http://www.housing.vic.gov.au/)  <http://www.housing.vic.gov.au/>

# Documents we need for this application

What follows is a list of documents that you and everyone who will live with you may need to give us to confirm your **general eligibility** for a bond loan.

As you fill in the form, you will see a symbol of a piece of paper with a paperclip:

 It is there to tell you what other documents you may need to give us in some situations.

## General eligibility

For each person who will live with you, you will need to give us:

* Proof of Australian Residency (if applicable) for each person applying
* Proof of income and/or assets for each person applying
* Proof of identity for each person applying

### Proof of Australian residency

You may need to provide the following documentation when completing this application

for each person who was not born in Australia, please include one of the following:

* Australian citizenship certificate
* Immigration visa
* passport or a letter from the Department of Immigration and Border Protection.

### Proof of income

As a general rule, if you:

* receive a Centrelink payment and you agree to use Centrelink Confirmation eServices (see [Section I](#_Section_I_–)) – you do **not** need to give us any income or asset related documents
* receive a Centrelink payment and you do not agree to use Centrelink Confirmation eServices – you will **need to** give us an income statement from Centrelink that is less than two weeks old
* receive an income from the Department of Veterans’ Affairs (DVA) – you will **need to** give us an income and asset statement from DVA that is less than two weeks old
* have a paying job – you will **need to** give us a payslip or a wage statement signed by your employer. It needs to show your wages before tax for the past 13 weeks
* are self-employed – please have an accountant complete a self-employed 13-week profit and loss statement.

### Proof of assets

If bank accounts are your only asset, you need to provide a current copy of your bank book or bank statement (less than two weeks old) showing your name. An automatic teller machine (ATM) statement is allowed as long as it shows that you are the card holder.

### Proof of identity

To apply for a bond loan you are required to provide 100 points of identification . The department accepts original documents or certified copies. A full list of identification documents can be found on the departments housing [website](http://housing.vic.gov.au/proof-identity) < http://housing.vic.gov.au/proof-identity> or contact your local housing office.

### Confirmation of children’s names and custody arrangements

If there are dependants in the household, you will need to give us one of the following documents to confirm the names of the children:

* Medicare card or Health care card.
* If you are requesting additional rooms for child access arrangements, documentation from a solicitor, the Family Law Court, or a statutory declaration from the primary caregiver to confirm the custody arrangements.

## Need more information?

Visit the RentAssist page on the [HousingVic](http://www.housing.vic.gov.au/) website <http://www.housing.vic.gov.au/>

Contact your local Department of Health and Human Services office. You can find [locations of DHHS offices](https://dhhs.vic.gov.au/locations-dhhs-offices-victoria) on the DHHS website <https://dhhs.vic.gov.au/locations-dhhs-offices-victoria>.

# Bond details

## Bond Loan Details

In this section, we will ask for information about you and anyone else who is applying for a bond loan with you. You may apply on behalf of other people.

## Questions with an (\*) must be answered

|  |  |
| --- | --- |
| How many people are on your lease?\* |  |

This refers to the number of people on your lease, not the number of people applying for this bond loan.

# Collection of your bond loan\*

If you are approved for this bond loan, you will need to collect a voucher from a DHHS Housing Office.

|  |  |
| --- | --- |
| Please enter the office you wish to collect your bond loan from |  |

# Section A – Primary applicant

## Applicant details

In this section we will ask for information about you. Questions with an (\*) must be answered

### A1 Title

| Title | Mark with X |
| --- | --- |
| **Mr** |  |
| **Miss** |  |
| **Ms** |  |
| **Mrs** |  |
| **Dr** |  |
| **Prof** |  |
| **Other** |  |

### A2 Your name (as it appears on official documents)

|  |  |
| --- | --- |
| ****First name**** |  |
| ****Middle name****  |  |
| ****Family name**** |  |
| Previous name (if any)(For example, name at birth, maiden name, previous married name, alias) |  |

|  |  |
| --- | --- |
| ****Preferred name**** |  |

 **Proof of identity documents**. See ‘[Proof of identity](#_Proof_of_identity)’ on page 4 for further information.

### A3 Date of birth

|  |  |
| --- | --- |
| Date of birth |  |

**A4**  Gender

| Gender | Mark with X |
| --- | --- |
| **Male** |  |
| **Female** |  |
| **Indeterminate** |  |
| **Intersex** |  |
| **Other** |  |

### A5 Marital status

| Status | Mark with X |
| --- | --- |
| **Single** |  |
| **Partnered** |  |
| **Married** |  |

###

### A6 Country of birth

| Country |  |
| --- | --- |

### A7 What is your residency status?

| Status | Mark with X  |
| --- | --- |
| Australian citizen – **Go to A11** |  |
| Permanent resident |  |
| New Zealand resident |  |
| Sponsored migrant |  |
| Permanent protection visa |  |
| Resolution of status visa |  |
| Visa subclass (if applicable) |  |

|  |  |
| --- | --- |
| Visa subclass number |  |

### A8 When did you start living in Australia?

|  |  |
| --- | --- |
| Date |  |

### A9 Are you affected by Centrelink’s two-year newly-arrived residents waiting period?

| Option | Mark with X |
| --- | --- |
| **No** |  |
| **Yes** |  |

|  |  |
| --- | --- |
| If yes, tell us the expiry date |  |

### A10 Did you migrate to Australia under an Assurance of support?

| Option | Mark with X |
| --- | --- |
| **No** |  |
| **Yes** |  |

|  |  |
| --- | --- |
| If yes, tell us the expiry date |  |

### A11 Aboriginal or Torres Strait Islander

| Response | Mark with X |
| --- | --- |
| **No** |  |
| **Aboriginal**  |  |
| **Torres Strait Islander** |  |
| **Both** |  |

### A12 Do you have any dependent children?

| Option | Mark with X |
| --- | --- |
| Yes |  |
| No |  |

| Number of dependants |  |
| --- | --- |

## Contact information

### A13 Postal address?

If you don’t have a postal address you can enter the postal address of a friend, relative or support worker.

You may use a ‘care of’ address in situations of family violence or homelessness.

|  |  |
| --- | --- |
| ****Postal address**** |  |
| ****PO box**** |  |
| ****Suburb or town**** |  |
| ****State**** |  |
| ****Postcode**** |  |

### A14 What is your residential address?

|  |  |
| --- | --- |
| ****Same as postal address provided in A13**** |  |

**OR**

|  |  |
| --- | --- |
| ****Residential address**** |  |
| ****Street number and name**** |  |
| ****Suburb or town**** |  |
| ****State**** |  |
| ****Postcode**** |  |

|  |  |
| --- | --- |
| ****Telephone – landline**** |  |
| ****Mobile**** |  |
| ****Email address**** |  |

### A15 I would prefer to receive notifications about the status of my application by:

| Method | Mark with X |
| --- | --- |
| **Phone**  |  |
| **Email** |  |

### A16 Do you require an interpreter when speaking with us?

This includes interpreters for languages other than English, and for people who have a hearing or speech impairment.

| Interpreter? | Mark with X |
| --- | --- |
| **No** |  |
| **Yes** |  |

**If yes**, tell us your preferred language and written language:

|  |  |
| --- | --- |
| Preferred language |  |
| Preferred written language |  |

# Income and Assets

## Please select the income types you are receiving

| Option | Mark with X |
| --- | --- |
| **Centrelink Payments** |  |
| **Department of Veterans’ Affairs (DVA) payments** |  |
| **Self employed** |  |
| **Paying job** |  |
| **None** |  |
| **Other** |  |
| **If other please advise** |  |

### A17 Please provide your Centrelink Reference Number (CRN) Number

|  |  |
| --- | --- |
| ****CRN**** |  |

### A18 Do you consent to income confirmation?

| Option | Mark with X |
| --- | --- |
| **No Go to A19** |  |
| **Yes Sign the Consent to use CCeS in** [Section I](#_Section_I_–)**, and go to A20** |  |

 **Proof of income documents**. See ‘[Proof of income](#_Proof_of_income)’ on page 3 for further information.

# Assets

## A19 What is an asset?

An asset is something you own that can be turned into money — like shares, businesses, mobile homes and any cash you have in the bank.

If you are expecting to receive a payout from an organisation like WorkSafe or the Transport Accident Commission (TAC), please add it here.

| Asset type | Value | Can the asset be cashed in or sold?Write ‘Yes’ or ‘No’ |
| --- | --- | --- |
|  | $ |  |
|  | $ |  |
|  | $ |  |
|  | $ |  |
|  | $ |  |
|  | $ |  |

 **You will need to attach a document confirming ownership/existence of this asset.**. See [proof of assets](#_Proof_of_assets) on page 4 for further information.

### A20 Do you own or part-own any real estate?

| Option | Mark with X |
| --- | --- |
| **No** |  |
| **Yes** |  |

|  |  |
| --- | --- |
| Property address |  |
| Suburb or town |  |
| State |  |
| Postcode |  |
| Real estate or Land value $ |  |

### Are you able to live in the property (mentioned above) permanently?

| Option | Mark with X |
| --- | --- |
| **No** |  |
| **Yes** |  |

You will need to attach one or more of the following:

Letter from approved valuer or solicitor stating the property’s market value and your equity in it.

If the property is part owned, we need information about your share

If the property is held in trust, we need a letter from the executor of the estate

Attach a document that details your interest in the property and why you are unable to occupy it

### Can this real estate or land be sold?

| Option | Mark with X |
| --- | --- |
| **No** |  |
| **Yes** |  |

### Is the property for sale?

| Option | Mark with X |
| --- | --- |
| **No** |  |
| **Yes** |  |

You will need to attach a document from the real estate agent confirming this.

### If the answer is no to any of the questions above, tell us why

|  |
| --- |
|  |

### If the property subject to a dispute or an application for settlement in the Family Court?

| Option | Mark with X |
| --- | --- |
| **No** |  |
| **Yes** |  |

You will need to attach a document from a solicitor confirming this.

### Tell us the reason

|  |
| --- |
|  |



* If you are unable to live in the property permanently, we need **documents that explain why**.
* If the property is for sale, we need a **document from the real estate agent** confirming this.
* If there is a dispute or application for settlement, we need a **document from your solicitor** including details of ownership.

### A21 Where are you currently living?

| Housing | Mark with X |
| --- | --- |
| Caravan park |  |
| Community care unit |  |
| Crisis accommodation |  |
| Family and friends |  |
| Hotel |  |
| Housing association |  |
| Owner-occupier |  |
| Private rental |  |
| Public housing |  |
| Rooming or boarding house |  |
| Student accommodation |  |
| Temporary accommodation |  |
| Transitional Housing Management (THM) |  |
| Vehicle |  |
| Other |  |

|  |
| --- |
| If 'Other, provide details: |
|  |

# Section B – Bond agent

## Rural areas only

### B1 Is a bond agent assisting with the application?

Bond agents assist applicants living in rural areas who can’t easily get to a DHHS office. Call your local office for details about your closest bond agent.

| ****Response**** | Mark with X | ****Instructions**** |
| --- | --- | --- |
| **No** |  | **Go to Section C** |
| **Yes** |  | **Go to B2** |

### B2 Bond agent details

|  |  |
| --- | --- |
| Name of bond agent |  |
| Postal address |  |
| PO box |  |
| Suburb or town |  |
| State |  |
| Postcode |  |
| Telephone – landline |  |
| Mobile |  |
| Email address |  |

# Section C – Real estate agent or landlord

This section can only be completed by your real estate agent or landlord.

The real estate agent or landlord must complete this section so that the Department of Health and Human Services can make a decision about granting a bond loan. If the landlord is not using a real estate agent, they should also complete [Section E](#_Section_E_–).

If this property is being sub-leased, that is leased from someone with an existing tenancy agreement with a landlord, contact your local office for information about extra documents that the department requires.

## Department of Health and Human Services bond loan — Property details

### C1 Names of person or people applying for a bond loan (as it appears on official documents)

#### Primary applicant

|  |  |
| --- | --- |
| First given name |  |
| Second given name |  |
| Family name |  |

#### Household applicant 2

|  |  |
| --- | --- |
| First given name |  |
| Second given name |  |
| Family name |  |

#### Household applicant 3

|  |  |
| --- | --- |
| First given name |  |
| Second given name  |  |
| Family name |  |

### C2 This section is being completed by

| ****Person**** | Mark with X | ****Instructions**** |
| --- | --- | --- |
| **Real estate agent** |  | **Do not complete Section E** |
| **Private landlord** |  | Complete this section **and** Section E |

### C3 Real estate agent or landlord details

|  |  |
| --- | --- |
| RTBA number |  |
| Registered name of real estate agent or landlord |  |
| ABN (may not be available for private landlord) |  |
| Postal address |  |
| PO box |  |
| Suburb or town |  |
| State |  |
| Postcode |  |
| Telephone – landline |  |
| Mobile |  |
| Email address |  |

### C4 Rental property type

| Property type | Mark with X |
| --- | --- |
| Unit |  |
| Flat |  |
| Apartment |  |
| Caravan |  |
| House |  |
| Rooming or boarding house |  |
| Community managed housing |  |
| Student accommodation |  |

### C5 Rental property details

|  |  |
| --- | --- |
| Property address |  |
| Suburb or town |  |
| State |  |
| Postcode |  |
| Number of bedrooms |  |

### C6 Tenancy lease details

|  |  |
| --- | --- |
| Number of people on lease |  |
| Lease start date\* DD/MM/YYYY |  |
| Lease end date\* DD/MM/YYYY |  |
| Total property bond amount\* | $ |
| Total weekly rent amount \* | $ |

### C7 Real estate agent or landlord’s agreement to the tenancy lease details

|  |  |
| --- | --- |
| Print name of real estate agent or landlord |  |
| Signature | **(Please sign by hand)** |

# Section D – Bond loan

## Your bond loan

### D1 Bond amount

|  |  |
| --- | --- |
| How much bond money are you asking for in this bond loan application? | $ |

### D2 Has the bond already been paid?

Generally, we **cannot** issue the bond amount to you if you have already paid it to the owner or agent.

|  |  |
| --- | --- |
| Has the bond been paid already?  |  |

| If yes, tell us why: |
| --- |
|  |

### D3 What is your role in the household?

| Role | Mark with X |
| --- | --- |
| **Single** |  |
| **Partnered** |  |

|  |  |
| --- | --- |
| Partner’s name |  |

### D4 What is your share of the rent in the property you want to rent?

|  |  |
| --- | --- |
| Share of rent | $ |

### D5 Do you have any dependent children?

|  |  |
| --- | --- |
| Do you have any dependent children?  |  |
| Number of dependants |  |

# Section E – 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 of Health and Human Services with a recent council rates notice or a copy of the property title to confirm ownership of the property.

If you cannot provide either of these documents, complete the Form of authority so that we can confirm 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

### E1 Names of people applying for a bond loan (as it appears on official documents)

#### Primary applicant

|  |  |
| --- | --- |
| First given name |  |
| Second given name |  |
| Family name |  |

#### Household applicant 2

|  |  |
| --- | --- |
| First given name |  |
| Second given name |  |
| Family name |  |

#### Household applicant 3

|  |  |
| --- | --- |
| First given name |  |
| Second given name |  |
| Family name |  |

### E2 Property owner details

|  |  |
| --- | --- |
| Name of property owner |  |
| Telephone – landline |  |
| Mobile |  |
| Email address |  |

### E3 Local council

|  |  |
| --- | --- |
| Local council name |  |

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 in E4.

|  |  |
| --- | --- |
| Authorisation given?  |  |

### E4 Rental property

|  |  |
| --- | --- |
| Property address |  |
| Suburb or town |  |
| State |  |
| Postcode |  |

#### Local council authorisation

The release of the 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.

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

|  |  |
| --- | --- |
| Authorisation given?  |  |

### E5 Owner’s signature

|  |  |
| --- | --- |
| Signature | **(Please sign by hand)** |
| Date |  |

### E6 Office use only – Requesting officer’s signature

|  |  |
| --- | --- |
| Requesting officer’s signature(for and on behalf of the Director of Housing as an authorised officer) | **(Please sign by hand)** |
| Date |  |

# Section F – Other applicants who are applying for a bond loan

## About them

This section should be completed for 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](#_Section_G_–)**.**

## F1 About household applicant 2

## Applicant details

In this section we will ask for information about other household members applying for bond assistance

 Questions with an (\*) must be answered

### F1.1 Title

| Title | Mark with X |
| --- | --- |
| **Mr** |  |
| **Miss** |  |
| **Ms** |  |
| **Mrs** |  |
| **Dr** |  |
| **Prof** |  |
| **Other** |  |

### F1.2 Their name (as it appears on official documents)

|  |  |
| --- | --- |
| ****First name**** |  |
| ****Middle name****  |  |
| ****Family name**** |  |
| Previous name (if any)(For example, name at birth, maiden name, previous married name, alias) |  |

|  |  |
| --- | --- |
| ****Preferred name**** |  |

 **Proof of identity documents**. See ‘[Proof of identity](#_Proof_of_identity)’ on page 4 for further information.

### F1.3 Date of birth

|  |  |
| --- | --- |
| Date of birth |  |

**F1.4**  Gender

| Gender | Mark with X |
| --- | --- |
| **Male** |  |
| **Female** |  |
| **Indeterminate** |  |
| **Intersex** |  |
| **Other** |  |

### F1.5 Marital status

| Status | Mark with X |
| --- | --- |
| **Single** |  |
| **Partnered** |  |
| **Married** |  |

### F1.6 Country of birth

| Country |  |
| --- | --- |

### F1.7 What is their residency status?

| Status | Mark with X  |
| --- | --- |
| Australian citizen – **Go to F1.11** |  |
| Permanent resident |  |
| New Zealand resident |  |
| Sponsored migrant |  |
| Permanent protection visa |  |
| Resolution of status visa |  |
| Visa subclass (if applicable) |  |

|  |  |
| --- | --- |
| Visa subclass number |  |

### F1.8 When did they start living in Australia?

|  |  |
| --- | --- |
| Date |  |

### F1.9 Are they affected by Centrelink’s two-year newly-arrived residents waiting period?

| Option | Mark with X |
| --- | --- |
| **No** |  |
| **Yes** |  |

|  |  |
| --- | --- |
| If yes, tell us the expiry date |  |

### F1.10 Did they migrate to Australia under an Assurance of support?

| Option | Mark with X |
| --- | --- |
| **No** |  |
| **Yes** |  |

|  |  |
| --- | --- |
| If yes, tell us the expiry date |  |

### F1.11 Aboriginal or Torres Strait Islander?

| Response | Mark with X |
| --- | --- |
| **No** |  |
| **Aboriginal**  |  |
| **Torres Strait Islander** |  |
| **Both** |  |

### F1.12 Do they have any dependent children?

| Option | Mark with X |
| --- | --- |
| Yes |  |
| No |  |

| Number of dependants |  |
| --- | --- |

## F2 About household applicant 3

## Applicant details

### F2.1 Title

| Title | Mark with X |
| --- | --- |
| **Mr** |  |
| **Miss** |  |
| **Ms** |  |
| **Mrs** |  |
| **Dr** |  |
| **Prof** |  |
| **Other** |  |

### F2.2 Their name (as it appears on official documents)

|  |  |
| --- | --- |
| ****First given name**** |  |
| ****Second given name****  |  |
| ****Family name**** |  |
| Previous name (if any)(For example, name at birth, maiden name, previous married name, alias) |  |

|  |  |
| --- | --- |
| ****Preferred name**** |  |

 **Proof of identity documents**. See ‘[Proof of identity](#_Proof_of_identity)’ on page 4 for further information.

### F2.3 Date of birth

|  |  |
| --- | --- |
| Date of birth |  |

**F2.4**  Gender

| Gender | Mark with X |
| --- | --- |
| **Male** |  |
| **Female** |  |
| **Indeterminate** |  |
| **Intersex** |  |
| **Other** |  |

### F2.5 Marital status

| Status | Mark with X |
| --- | --- |
| **Single** |  |
| **Partnered** |  |
| **Married** |  |

### F2.6 Country of birth

| Country |  |
| --- | --- |

### F2.7 What is their residency status?

| Status | Mark with X  |
| --- | --- |
| Australian citizen – **Go to F2.11** |  |
| Permanent resident |  |
| New Zealand resident |  |
| Sponsored migrant |  |
| Permanent protection visa |  |
| Resolution of status visa |  |
| Visa subclass (if applicable) |  |

|  |  |
| --- | --- |
| Visa subclass number |  |

### F2.8 When did they start living in Australia?

|  |  |
| --- | --- |
| Date |  |

### F2.9 Are they affected by Centrelink’s two-year newly-arrived residents waiting period?

| Option | Mark with X |
| --- | --- |
| **No** |  |
| **Yes** |  |

|  |  |
| --- | --- |
| If yes, tell us the expiry date |  |
|  |  |

### F2.10 Did they migrate to Australia under an Assurance of support?

| Option | Mark with X |
| --- | --- |
| **No** |  |
| **Yes** |  |

|  |  |
| --- | --- |
| If yes, tell us the expiry date |  |

### F2.11 Aboriginal or Torres Strait Islander?

| Response | Mark with X |
| --- | --- |
| **No** |  |
| **Aboriginal**  |  |
| **Torres Strait Islander** |  |
| **Both** |  |

### F2.12 Do they have any dependent children?

| Option | Mark with X |
| --- | --- |
| Yes |  |
| No |  |

| Number of dependants |  |
| --- | --- |

# F3 Income and Assets of applicant 2

## F3.1Please select the income types they are receiving

| Option | Mark with X |
| --- | --- |
| **Centrelink Payments** |  |
| **Department of Veterans Affairs’ (DVA) payments** |  |
| **Self employed** |  |
| **Paying job** |  |
| **None** |  |
| **Other** |  |
| **If other please advise** |  |

### F3.2 Please provide Centrelink Reference Number (CRN) Number

|  |  |
| --- | --- |
| ****CRN**** |  |

### F3.3 Do they consent to income confirmation?

|  |  |
| --- | --- |
| Option  | Mark with X |
| **No Go to F3.4** |  |
| **Yes Sign the Consent to use CCeS in** [Section I](#_Section_I_–)**, and go to F3.5** |  |

 **Proof of income documents**. See ‘[Proof of income](#_Proof_of_income)’ on page 4 for further information.

# F3.4 Assets

## What is an asset?

An asset is something you own that can be turned into money — like shares, businesses, mobile homes and any cash you have in the bank.

If they are expecting to receive a payout from an organisation like WorkSafe or the Transport Accident Commission (TAC), please add it here.

| Asset type | Value | Can the asset be cashed in or sold?Write ‘Yes’ or ‘No’ |
| --- | --- | --- |
|  | $ |  |
|  | $ |  |
|  | $ |  |
|  | $ |  |
|  | $ |  |
|  | $ |  |

 **You will need to attach a document confirming ownership/existence of this asset.**. See [proof of assets](#_Proof_of_assets) on page 4 for further information.

### F3.5 Do they own or part-own any real estate?

| Option | Mark with X |
| --- | --- |
| **No** |  |
| **Yes** |  |

|  |  |
| --- | --- |
| Property address |  |
| Suburb or town |  |
| State |  |
| Postcode |  |
| Real estate or Land value $ |  |

###  Are they able to live in the property (mentioned above) permanently?

| Option | Mark with X |
| --- | --- |
| **No** |  |
| **Yes** |  |

You will need to attach one or more of the following:

Letter from approved valuer or solicitor stating the property’s market value and your equity in it.

If the property is part owned, we need information about your share

If the property is held in trust, we need a letter from the executor of the estate

Attach a document that details your interest in the property and why you are unable to occupy it

### Can this real estate or land be sold?

| Option | Mark with X |
| --- | --- |
| **No** |  |
| **Yes** |  |

### Is the property for sale?

| Option | Mark with X |
| --- | --- |
| **No** |  |
| **Yes** |  |

You will need to attach a document from the real estate agent confirming this

### If the answer is no to any of the questions above, tell us why

|  |
| --- |
|  |

### If the property subject to a dispute or an application for settlement in the Family Court?

| Option | Mark with X |
| --- | --- |
| **No** |  |
| **Yes** |  |

You will need to attach a document from a solicitor confirming this

### Tell us the reason

|  |
| --- |
|  |

 If they are unable to live in the property permanently, we need **documents that explain why**.

* If the property is for sale, we need a **document from the real estate agent** confirming this.
* If there is a dispute or application for settlement, we need a **document from your solicitor** including details of ownership.

### F3.6 What is their role in the household?

| Role | Mark with X |
| --- | --- |
| **Single** |  |
| **Partnered** |  |

|  |  |
| --- | --- |
| Partner’s name |  |

### F3.7 What is their share of the rent in the property you want to rent?

|  |  |
| --- | --- |
| Share of rent | $ |

### F3.8 Do they have any dependent children who have not already been included on this form?

|  |  |
| --- | --- |
| Do they have any dependent children? |  |
| Number of dependants |  |

# F4 Income and Assets of Household applicant 3

## F4.1Please select the income types they are receiving

| Option | Mark with X |
| --- | --- |
| **Centrelink Payments** |  |
| **Department of Veterans Affairs (DVA) payments** |  |
| **Self employed** |  |
| **Paying job** |  |
| **None** |  |
| **Other** |  |
| **If other please advise** |  |

### F4.2 Please provide Centrelink Reference Number (CRN) Number

|  |  |
| --- | --- |
| ****CRN**** |  |

### F4.3 Do they consent to income confirmation?

| Option | Mark with X |
| --- | --- |
| **No Go to F 4.4** |  |
| **Yes Sign the Consent to use CCeS in** [Section I](#_Section_I_–)**, and go to F4.5** |  |

 **Proof of income documents**. See ‘[Proof of income](#_Proof_of_income)’ on page 3 for further information.

If yes is selected

# F4.4 Assets

## What is an asset?

An asset is something you own that can be turned into money — like shares, businesses, mobile homes and any cash you have in the bank.

If you are expecting to receive a payout from an organisation like WorkSafe or the Transport Accident Commission (TAC), please add it here.

| Asset type | Value | Can the asset be cashed in or sold?Write ‘Yes’ or ‘No’ |
| --- | --- | --- |
|  | $ |  |
|  | $ |  |
|  | $ |  |
|  | $ |  |
|  | $ |  |
|  | $ |  |

 **You will need to attach a document confirming ownership/existence of this asset.**. See [proof of assets](#_Proof_of_assets) on page 4 for further information.

###  F4.5 Do they own or part-own any real estate?

| Option | Mark with X |
| --- | --- |
| **No** |  |
| **Yes** |  |

|  |  |
| --- | --- |
| Property address |  |
| Suburb or town |  |
| State |  |
| Postcode |  |
| Real estate or Land value $ |  |

### Are they able to live in the property (mentioned above) permanently?

| Option | Mark with X |
| --- | --- |
| **No** |  |
| **Yes** |  |

You will need to attach one or more of the following:

Letter from approved valuer or solicitor stating the property’s market value and your equity in it.

If the property is part owned, we need information about your share

If the property is held in trust, we need a letter from the executor of the estate

Attach a document that details your interest in the property and why you are unable to occupy it

### Can this real estate or land be sold?

| Option | Mark with X |
| --- | --- |
| **No** |  |
| **Yes** |  |

### Is the property for sale?

| Option | Mark with X |
| --- | --- |
| **No** |  |
| **Yes** |  |

You will need to attach a document from the real estate agent confirming this

### If the answer is no to any of the questions above, tell us why

|  |
| --- |
|  |

### If the property subject to a dispute or an application for settlement in the Family Court?

| Option | Mark with X |
| --- | --- |
| **No** |  |
| **Yes** |  |

You will need to attach a document from a solicitor confirming this

### Tell us the reason

|  |
| --- |
|  |



* If you are unable to live in the property permanently, we need **documents that explain why**.
* If the property is for sale, we need a **document from the real estate agent** confirming this.
* If there is a dispute or application for settlement, we need a **document from your solicitor** including details of ownership.

### F4.6 What is their role in the household?

| Role | Mark with X |
| --- | --- |
| **Single** |  |
| **Partnered** |  |

|  |  |
| --- | --- |
| Partner’s name |  |

### F4.7 What is their share of the rent in the property you want to rent?

|  |  |
| --- | --- |
| Share of rent | $ |

### F4.8 Do they have any dependent children who have not already been included on this form?

|  |  |
| --- | --- |
| Do they have any dependent children? |  |
| Number of dependants |  |

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

## Social housing

### G1 Does anyone included in this application have a current application on the Victorian Housing Register?

| ****Response**** | Mark with X | ****Instructions**** |
| --- | --- | --- |
| **Yes** |  | **Go to G2** |
| **No** |  | **Go to G4** |

### G2 Do you wish to change the postal address for the application on the Victorian Housing Register?

| ****Response**** | Mark with X | ****Instructions**** |
| --- | --- | --- |
| **Yes** |  | **Go to G3** |
| **No** |  | **Go to G4** |

### G3 Current details of the application on the Victorian Housing Register

|  |  |
| --- | --- |
| Names of applicants |  |
| Service ID |  |

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

| ****Response**** | Mark with X | ****Instructions**** |
| --- | --- | --- |
| **Yes** |  | **Go to G5** |
| **No** |  | **Go to Section H** |

### G5 Previous bond loan application

#### Primary applicant

|  |  |
| --- | --- |
| Full name |  |
| Property address |  |
| Suburb or town |  |
| State |  |
| Postcode |  |
| When did they apply? |  |

#### Has this loan been repaid?

| ****Response**** | Mark with X | ****Instructions**** |
| --- | --- | --- |
| **Yes** |  | **Go to Section H** |
| **No** |  | **Tell us why in the next table** |

|  |
| --- |
| If no, tell us why: |
|  |

# Section H

## Statutory declaration to be signed by all applicants

Before checking the box below, please read the following text:

 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 (Miscellaneous Provisions) Act 1958 (VIC)* which may include imprisonment.

### Primary applicant

|  |  |
| --- | --- |
| Full name |  |
| Of (current address) |  |
| Suburb or town |  |
| State |  |
| Postcode |  |

### ****Household applicant 2****

|  |  |
| --- | --- |
| Full name |  |
| Of (current address) |  |
| Suburb or town |  |
| State |  |
| Postcode |  |

### ****Household appli****c****ant 3****

|  |  |
| --- | --- |
| Full name |  |
| Of (current address) |  |
| Suburb or town |  |
| State |  |
| Postcode |  |

To the Department of Health and Human Services, 50 Lonsdale Street, Melbourne 3000:

1. **I, 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. **I, ACKNOWLEDGE** that all applicants are jointly, individually or separately 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. **I, AUTHORISE** the Department of Health and Human Services to issue a voucher payable to the Residential Tenancies Bond Authority, and undertake to provide this voucher 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. **I, 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 voucher 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.

1. **I, ACKNOWLEDGE** that I have understood the instructions and information given in this application.
2. **I, 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.

**In Victoria and is declared by:**

|  |  |
| --- | --- |
| Print full name of Primary applicant |  |
| Signature of Primary applicant | **(Please sign by hand)** |

|  |  |
| --- | --- |
| Print full name of Household applicant 2 |  |
| Signature of Household applicant 2 | **(Please sign by hand)** |

|  |  |
| --- | --- |
| Print full name of Household applicant 3 |  |
| Signature of Household applicant 3 | **(Please sign by hand)** |

## ****Witnessed before me****

**The authorised witness must print their 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).**

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

|  |  |
| --- | --- |
| Full name |  |
| Signature | **(Please sign by hand)** |
| Address |  |
| State |  |
| Postcode |  |
| 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 Centrelink Confirmation eServices (CCeS) to tell us about your income and assets, then please read the following information and sign the consent form.

CCeS is an online service that allows us to obtain information directly from Centrelink.

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

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** and marking the **Income confirmation** box with an X.

Once you have signed the consent form and marked ‘Income confirmation’ with an X, 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 assess your eligibility for housing services.

More [information about CCeS](https://www.humanservices.gov.au/individuals/services/centrelink/centrelink-confirmation-eservices) is available on Centrelink’s website <https://www.humanservices.gov.au/individuals/services/centrelink/centrelink-confirmation-eservices>.

## 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 (the department) 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 or partnered status
				+ Centrelink deductions
				+ income from sources other than Centrelink
				+ assets.

**I/we** authorise the department to use Centrelink Confirmation eServices to perform a Centrelink enquiry of **my/our** 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 or details, **I/we** may not be eligible for the service provided by the department.

### Primary applicant

|  |  |
| --- | --- |
| **Full name** |  |
| **Date of birth** |  |
| **Address**  |  |
| **Suburb or town** |  |
| **State** |  |
| **Postcode** |  |
| **Centrelink Reference Number (CRN)** |  |
| **Income confirmation (Mark with X)** |  |
| **Signature** | **(Please sign by hand)** |
| **Date**  |  |

### Household applicant 2

|  |  |
| --- | --- |
| **Full name** |  |
| **Date of birth** |  |
| **Address**  |  |
| **Suburb or town** |  |
| **State** |  |
| **Postcode** |  |
| **Centrelink Reference Number (CRN)** |  |
| **Income confirmation (Mark with X)** |  |
| **Signature** | **(Please sign by hand)** |
| **Date**  |  |

### Household applicant 3

|  |  |
| --- | --- |
| **Full name** |  |
| **Date of birth** |  |
| **Address**  |  |
| **Suburb or town** |  |
| **State** |  |
| **Postcode** |  |
| **Centrelink Reference Number (CRN)** |  |
| **Income confirmation (Mark with X)** |  |
| **Signature** | **(Please sign by hand)** |
| **Date**  |  |

# Checklist

Please read through this checklist to make sure that you have fully completed the form and included everything we have asked for. Mark each completed item with an X.

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

| Item | Description | Mark with X |
| --- | --- | --- |
| Section APrimary applicant | Completed the primary applicant details in Section A, and provided proof of identity and residency status if you are not born in Australia. |  |
| Section A: CCeS | Completed the consent form in Section I if you wish to use Centrelink Confirmation eServices. |  |
| Section A: Income and assets | Provided details of your income and assets and the documents the department asks for. |  |
| Section BBond agent | Asked the bond agent, and they have completed Section B if you are using a bond agent (rural applicants only). |  |
| Section CReal estate agent or landlord | Asked your real estate agent or landlord, and they have completed Section C. |  |
| Section DYour bond loan | Completed Section D to tell us about the bond loan you are applying for. |  |
| Section EPrivate landlord | Asked your landlord, and they have provided a copy of a recent rates notice or the property title to confirm their ownership of the property, if your landlord does not use a real estate agent. Alternatively, they have completed the Form of Authority in Section E. |  |
| Section FOther applicants | 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.) |  |
| Section F: ID and residency | Provided their proof of identity and residency status if they are not born in Australia. |  |
| Section F: CCeS | Asked them, and they have completed the consent form in Section I if they wish to use Centrelink Confirmation eServices. |  |
| Section F: Income and assets | Provided details of their income and assets and the documents we ask for. |  |
| Section GCurrent or previous assistance | Completed Section G 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 HStatutory declaration | And all the other people applying for this bond loan, have signed the declaration in Section H. |  |
| Section H: Witness | Had the declaration signed before an authorised witness, and the authorised witness has provided their name, address, title and signature. |  |
| Section ICentrelink Confirmation eServices | Completed and signed the consent form in Section I, and so have all the applicants who want to use Centrelink Confirmation eServices. |  |

# More information

To find out about housing options, visit the [Housing.vic website](file:///C%3A%5CUsers%5Cjkau1405%5CAppData%5CLocal%5CTemp%5CnotesF1B163%5CHousing.vic%20website) <http://www.housing.vic.gov.au> or [contact your local housing office](file:///C%3A%5CUsers%5Cfred2710%5CDownloads%5Ccontact%20your%20local%20housing%20office) online <http://www.housing.vic.gov.au/contact-a-housing-office>.

To receive this publication in an accessible format email Housing Practice and Complex Support <housing.practicesupport@dhhs.vic.gov.au>.

Authorised and published by the Victorian Government, 1 Treasury Place, Melbourne.

© State of Victoria, Department of Health and Human Services, February 2018.

Available on [Housing.vic’s Apply for a bond loan page](http://www.housing.vic.gov.au/apply-bond-loan) <http://www.housing.vic.gov.au/apply-bond-loan>.

# Language Link

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) 9328 0799 for an interpreter.



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