

application form

Your application will be assessed on the basis of the information you provide in this Application Form, so before you fill in this form, please read it carefully.

You must provide certain documents with your application – 'Documents you must provide' (on page 4).

Photocopies are acceptable.

If you need any assistance please contact the Bridge Housing office on 02 9699 6055 or your support provider or advocate.

Documents you must provide

1. Proof of Identity

Provide any TWO from the list below for each person over 18 years listed on your application:

- a) Birth certificate
- b) Marriage certificate
- c) A current passport
- d) Medicare card
- e) Department of Corrective Services Release Card
- f) Motor vehicle driver's licence

2. Proof of Citizenship/Residency (not required if you have a Housing NSW T Number)

Provide ONE from this list for each person over 18 years listed on your application:

- a) Birth certificate
- b) A current Australian passport
- c) A current passport if not an Australian citizen
- d) Citizenship certificate/papers

3. Proof of Income

Provide ANY from this list which apply to each person over 18 years listed on your application:

- a) If in receipt of a Centrelink income – a current income statement from Centrelink stating the type of benefit and amount (or signed Income Confirmation Scheme consent)
- b) If a wage or salary earner (full time, part time, casual earnings) – please have your employer provide information at 5.1
- c) If self employed – A Profit and Loss Statement

4. Proof of Current Assets

Provide for each person over 18 years listed on the application:

- a) A savings bank pass book, bank statements for the last four weeks for an account which is used regularly (or current ATM mini statement listing the last 4 weeks transactions and verified against the ATM card)
- b) Records of any cash, shares or term deposits
- c) Proof of assets (e.g. share certificates, market valuation of any property owned by any member of the household)

5. Other Supporting Documentation

Supporting documentation is important to help us assess your application:

- a) Housing New South Wales (Housing NSW) Medical or Bridge Housing Medical/Health Assessment Form – If you answer “yes” to any questions relating to general health and medical conditions for anyone listed on the application at Section 5
- b) Aboriginal Housing Office Declaration Form – If you answer “yes” to question 1.9 relating to you or anyone listed on the application
- c) Letters or reports from support workers, medical specialists, occupational therapists, health care providers
- d) Letters or reports from Child Support Agency, the Department of Community Services, Police, Justice System official, papers related to court matters (e.g. Apprehended Violence Order) – to support requests for any additional or special housing requirements
- e) Proof of current rent paid – i.e. rent receipts/lease

FOR OFFICE USE ONLY

Date Rcd:	Bed:	Priority:	Client No:
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1. Details about you

1.1 Title (please tick) Mr Mrs Ms Miss

1.2 First name/s

1.3 Surname

1.4 Current address

Postal address (if different from above address)

1.5 Contact numbers Home Work
Mobile

1.6 Email address

1.7 Date of birth

1.8 Gender Male Female

1.9 Are you from an Aboriginal or Torres Strait Islander background? Yes No

1.10 Are you a permanent resident of Australia?..... Yes No

1.11 Country of birth

1.12 Language spoken at home

1.13 Do you require an interpreter? Yes No

Contacting Bridge Housing

Bridge Housing Limited PO Box 1835 Strawberry Hills 2012	You may also lodge your application in person at: Level 9, Tower 1, 1 Lawson Square Redfern NSW 2016
Fax: 02 9699 7055	If you need any help filling out this application please contact Bridge Housing on: 02 9699 6055
Email: reception@bridgehousing.org.au	www.bridgehousing.org.au

1. Details about you

1.14 Housing NSW T number



In order to be eligible for the Bridge Housing waiting list you need to be registered with Housing NSW. It is important to provide your T number as Bridge Housing cannot process your application without this. (If you are applying for the Social Housing Subsidy Program, you may not need a T number, please discuss with Bridge Housing.)

1.15 Are you currently living in Community Housing?..... Yes No

Are you currently living in Public Housing? Yes No

Please note, if you are currently a tenant of a community housing organisation or Housing New South Wales you are not eligible for Bridge Housing.

1.16 Have you been housed by Bridge Housing previously? Yes No

If yes, please provide details and tell us why you left.

1.17 Do you currently have a debt with Bridge Housing?..... Yes No

2. Other people who will live with you

2.1 Please list all other members of your household.

This includes children and anyone else who will live with you if you are housed by Bridge Housing, even if they do not currently live with you.

Name	Date of birth	Sex	Relationship to you	Occupation (if any)	Have you supplied income details for this person?

2.2 Of the people listed above, please list any of these people that are currently **not** living with you and why.

Name	Current address	Reason not currently living with you

3. Your current housing

3.1 What type of housing do you currently live in?

- Boarding house
- Refuge or hostel
- Community housing
- Private rental
- Public housing
- Staying with family or friends
- Other (please specify)

3.2 How many bedrooms does your current property have?

3.3 How many people do you currently live with?

3.4 How much rent do you currently pay each week?
(Please provide rent receipts/lease)

3.5 How many other places including your current address have you lived at in the past 2 years?

3.6 Why you have moved in the past 2 years?


3.7 If you are in temporary housing how much longer can you stay?

3.8 What are the reasons you want to move from your current accommodation?
(Please attach any documents to support your application.)

4. Your housing needs

Health and disability

4.1 Do you or any member of your family have a disability or serious health problem? Yes No
If yes, please provide brief details. You will need to attach supporting documents to verify your medical/health condition.

 **This must include a Housing NSW Medical or Bridge Housing Medical/Health Assessment Form completed by your GP/specialist/health care professional. This is important as it will help Bridge Housing to determine your housing needs.**

4.2 Do you have any special requirements in the type of layout of your house (eg. wheelchair access)? Yes No
If yes, please provide details.

4. Your housing needs

- 4.3 Do you have a preference for a particular floor? Yes No
Please explain why and provide supporting documents.

- 4.4 Are you and all other members of your household able to manage stairs?
If not please explain why and provide supporting evidence.

- Not able to climb any stairs
 I am able to climb stairs
 Able to climb stairs, but with difficulty

How many flights of stairs can be managed?

- 4.5 Do you have any pets? Yes No

Type

If yes would you be willing to accept a property where pets are not permitted? Yes No

- 4.6 Please list all members of your household who see a health care professional in addition to your GP for ongoing support (eg. specialist doctor, psychologist, counsellor, STARTTS, mental health professional).

Name	Health professional/Support agency	Medical condition/support need	How long have you been receiving treatment?



Please supply a Housing NSW Medical or Bridge Housing Medical/Health Assessment Form completed by your GP/Specialist/Health care professional.

5. Financial information

- 5.1 Household income.

Please provide information on your household's gross income (income before tax). Wages, Centrelink Benefits, Pensions, Family Tax Payments (A & B), Investments etc. List all members of your household including yourself.

Name	Type of income	Amount per fortnight
		\$
		\$
		\$
		\$
		\$
		\$
		\$
		\$
Total gross income per fortnight (before tax)		\$

5. Financial information



You need to supply written proof of all income and attach it to this application.

A letter from Centrelink confirming income for all household members. Wage earners require an employers letter, a group certificate and your latest tax return.

5.2 Assets

A) Do you own any residential property? Yes No

B) Do you have any income producing assets that would give you an income? Yes No

C) If you answered “yes” to either A or B, please provide details of these assets and how much they generate.
Proof of Current Assets – Bank Statement for the previous 3 months.

5.3 Debts. Please include in this section the TOTAL debts of the household.

Amount owing	Who I owe	How much per fortnight are your repayments?
\$		\$
\$		\$
\$		\$
\$		\$
\$		\$
\$		\$

6. Areas and allocated zones

6.1 Which areas would you be willing to live in? Bridge Housing has limited housing stock and while we will attempt to meet your locational request, refusal to accept a property, without a valid reason, within Bridge Housing’s catchment area may result in being taken off the waiting list.

Tick as many as you like (or simply select NO PREFERENCE if you would be willing to live in any area listed)

- Ashfield Local Government Area (LGA) – Incl. Ashfield, Croydon, Summer Hill
- Botany Bay LGA – incl. Mascot, Eastlakes
- Burwood LGA – Incl. Burwood, Croydon, Enfield
- Canada Bay LGA – incl. Canada Bay, Five Dock, Mortlake
- Canterbury LGA – incl. Canterbury, Earlwood, Campsie
- Leichhardt LGA – incl. Leichhardt, Glebe, Annandale, Lilyfield
- Marrickville LGA – incl. Marrickville, Stanmore, Lewisham, Enmore, Dulwich Hill
- Randwick LGA – incl. Randwick, Kingsford, Coogee, Malabar
- Strathfield LGA – incl. Strathfield, Homebush, Flemington
- Sydney City LGA – incl. Sydney, Surry Hills, Darlinghurst, Redfern, Chippendale, Pyrmont, Glebe, Alexandria
- Waverly LGA – incl. Waverly, Bondi, Bronte, Tamarama
- Woollahra LGA – incl. Woollahra, Edgecliff, Paddington
- NO PREFERENCE

6.2 Are there any areas that you DO NOT want to be made an offer? Please explain why.

Please note that Bridge Housing may not accept this as a valid reason for your refusal to accept a property in this area.

6. Areas and allocated zones

6.3 Are there any particular reasons you have chosen the above areas to live in?

- Lived in the area for more than 5 years
- Require access to local employment and training opportunities
- Require frequent access to support services, eg. hospital, school
- Other

7. Further information

7.1 Does anyone included on your application have a close relationship with a member of the Board of Directors or a staff member of Bridge Housing? Yes No
If yes please provide details:

Please note: This will not affect your chances of being housed by Bridge Housing, however it is important that you tell us.

7.2 Please provide details of your next of kin or someone that we could contact in an emergency.

Name	<input type="text"/>		
Address	<input type="text"/>		
	<input type="text"/>		
Phone	<input type="text"/>	Fax	<input type="text"/>
Email	<input type="text"/>		

7.3 Have you ever been a tenant of Housing New South Wales, or another Community Housing Association? Yes No
If yes please provide brief details of why you left, including whether you have a debt with any of them. Bridge Housing will contact the relevant agency to confirm your tenancy.

8. Privacy notice and declaration

Your privacy

This is a notice under the *Privacy and Personal Information Protection Act 1998* (PPIP Act) and the *Health Records and Information Privacy Act 2002* (HRIP Act), which govern the collection, security, use and disclosure of personal information and health information respectively.

Bridge Housing collects personal information (including health information) in order to provide services to you. The supply of the information by you is voluntary. If you cannot or do not wish to provide the information, Bridge Housing may be unable to process your application. The intended recipients of your information include those involved in the administration of your housing application or tenancy or any others who may have an interest in considering your application or tenancy including where relevant the Aboriginal Housing Office, the Community Housing Division (of Housing NSW) or a community housing organisation, or Housing Appeals Committee and survey companies for the purpose of determining client satisfaction and related long term service enhancement. In the case of unpaid debts your information may be passed onto a third party to assist in debt recovery. Bridge Housing may disclose information to other government agencies or statutory bodies for purposes including child protection, health reasons, law enforcement and investigation, where authorised to do so under the PPIP Act, HRIP Act, or by another Act or law.

You have a right of access to, and correction of, your personal information held by Bridge Housing to ensure it is accurate and not misleading. If you have any questions about privacy and your personal information, please contact the Bridge Housing office.

Declaration

When assessing your application we may need to talk to your housing support worker, carer, health care professional or Housing New South Wales. By signing below you give Bridge Housing permission to contact any of the above people, as long as it is relevant to your application.

I declare that the information is true and correct, to the best of my knowledge.

I understand that if I knowingly provide false information I will not be eligible for housing with Bridge Housing.

I will inform Bridge Housing of any changes in my circumstances.

Name

Signature

Date

9. Final checklist

Please ensure the following documents/information is attached when you lodge your application for housing. If you do not include all of the required information there may be delays processing your application

Have you provided proof of income, proof of current assets for all household members?..... Yes No

Have you included your Housing NSW T number? Yes No

Have you taken application form to Housing NSW and has page 10 been stamped by and Officer? Yes No

Have you included income details for every member of your household including family payments?..... Yes No

If you have included medical conditions have you included a Housing NSW medical assessment or Bridge Housing Medical/Health Assessment form? Yes No

Have you included proof of identity? Yes No

Once Bridge Housing receives your completed application, you should receive a letter from us within 4 weeks to confirm whether or not you have been accepted onto the waiting list.

10. Confirmation of eligibility and Housing NSW status

Section 1: Clients details (as per current Housing NSW records)

In order to process your application, Bridge Housing has to verify that you are ELIGIBLE for Public Housing and that you are currently ACTIVE on the Housing NSW waiting list. Please take this page of the application form to your closest Housing NSW office for confirmation of the above information and return with your application.

Please note: Your application cannot be processed unless this form is signed and stamped by a Housing NSW officer.

Client name DOB

Current address

Other people to be housed:

Name DOB

Name DOB

Name DOB

Name DOB

Name DOB

Housing NSW confirms that the following information is true and accurate

The Client's T File Number is

Section 2: Confirmation of Housing NSW status

The client's application reference number is

The date of client's original application is

The client is currently on the list for what size property?

The client is currently listed on: Wait turn list

Priority list

The client is currently eligible for housing with Housing NSW: Yes No

Housing NSW Stamp:

Date

Signed by Housing NSW Officer

