

Waverley  
Affordable  
Housing Program

application  
form

Contacting Bridge Housing



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You may also lodge your application in person at:  
Level 9, 59 Goulburn St, Sydney NSW 2000



[www.bridgehousing.org.au](http://www.bridgehousing.org.au)

# Documents you must provide

Certain questions ask for supporting documentation. It is important that you provide all requested documents as your application can not be assessed without it.

## 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

## Proof of Citizenship/Residency (you must be an Australian citizen or permanent resident))

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

## Proof of Residency in the Waverley LGA

Applicants must show that they have lived in the Waverley LGA for three years or at least years over the last ten years. Provide any TWO of the following:

- a) Copy of Tenancy Agreement(s) in your name
- b) Water, Gas, Electricity Phone Bill in your name.

## 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 Centrelink Authorisation Form that allows access to confirm your benefit details).
- b) If a wage or salary earner (full time, part time, casual earnings) – Provide ALL listed below:
  - i) Employer letter indicating your salary and length of time employed with current employer.
  - ii) Pay Slips
  - iii) Income tax return for the past two years
- c) If self employed
  - i) Profit and Loss Statement for the past two years
  - ii) Income tax return for the past two years

## 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)

# Waverley Affordable Housing application form

Your application will be assessed on the basis of the information you provide on this form. Therefore, it is important that you answer all questions in as much detail as possible. You should tick the appropriate box or write on details as required.

## 1. Personal details

1.1 Title (please tick)  Mr  Mrs  Ms  Miss

1.2 First name/s

1.3 Surname

1.4 Date of birth

1.5 Postal address

1.6 Contact numbers Home  Work

Fax  Mobile

1.7 Email address

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

1.9 Country of birth

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

1.11 What is your preferred spoken language?

1.12 Do you require an interpreter? ..... Yes  No

**DOCUMENTS:** Please attach Photo ID- Drivers Licence, Passport and Proof of Australian Citizenship or Permanent Residency

1.13 Other people who will be living with you

Please list all other members of your household who will be living with you if your application is successful.

Full name	Date of birth	M/F	Relationship to you

## 2. Address details

2.1 Current residential address

2.2 How long have you lived at this address?

2.3 Name of current landlord

2.4 Landlord's phone number

2.5 Are you currently living in subsidised social housing such as Housing New South Wales or Community Housing? ..... Yes  No

2.6 How much rent (per week) do you currently pay? \$

## 3. Tenancy history and attachment to Waverley

If you are **currently living** in the Waverley local government area (LGA) and have done so for the past 3 years please answer **Qu 3.1** If you are **not currently** living in the Waverley LGA but you have lived there for at least 5 out of the past 10 years please answer **Qu 3.2**

3.1 Please provide details of your previous tenancies over the last three years

Street Address	Suburb	What date did your tenancy commence	What date did your tenancy end?

If you need more space please continue on another sheet and firmly attach it to your application

3.2 Please provide details of all the tenancies that you have maintained in the Waverley LGA over the past 10 years

Street Address	Suburb	What date did your tenancy commence	What date did your tenancy end?

If you need more space please continue on a another sheet and firmly attach it to your application

**DOCUMENTS:** Please firmly attach documentation such as a lease, power or phone bills or rent receipts to support the information you have provided above. If such documentation is not provided it will not be possible to assess your application.

## 4. Income and assets

4.1 If you have worked or are currently working in the Waverley LGA please list the details of your employment below

Employer	Address	Contact person	Telephone	Length of employment

If you need more room please continue on a another sheet and firmly attach it to your application.

**DOCUMENTS:** Please provide **Pay Slips** and **Employers Letter** and **Tax returns**

4.2 Please provide information below on the total fortnightly gross income (before tax) for your household.

List all members of your household including yourself, who receive an income from any source (i.e. from full or part time employment, benefits, pensions, allowances, rent assistance or investments). If you are self-employed or there is another reason why your income varies from week to week, you should assess your total income for the last financial year or other verifiable period and convert to a fortnightly average.

Name of household member	Source of income (salary/benefit, etc)	Name and address of employer if applicable	Gross income per fortnight (before tax)
Total household income before tax per fortnight			

If you need more room please continue on a another sheet and firmly attach it to your application

**DOCUMENTS:** Your income is assessed over the past two financial years. You must provide two tax returns for the previous two years for every member of your household who has an income or any necessary documentation from Centrelink. If such documentation is not provided, it will not be possible to assess your application.

4.3 Do you or any member of your household own property? ..... Yes  No

4.4 If yes why are you unable/do you choose not to live there?


4.5 Do you or any members of your household own other assets that generate income?..... Yes  No   
If yes please give details


## 4. Income and assets

(continued)

4.6 Do you or any other member of your household own any other assets other than normal household contents and a car? ..... Yes  No   
If yes please give details


## 5. Special requirements

5.1 Do you or any member of your household have any special housing requirements that affect your housing needs (eg. serious difficulty walking up and down stairs)?


## 6. Further information

6.1 Are you or any member of your household related to an employee of Waverley Council or the Board of Directors and staff of Bridge Housing Limited? ..... Yes  No

Name

Relationship to you

6.2. How did you find out about the Waverley Affordable Housing Program?


## 7. Privacy Notice and Declaration

### 7.1 Privacy Note

This is a notice under the Privacy and Personal Information Protection Act 1998 (PIIP 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 Limited 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 PIIP 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

### 7.2 Declaration

I declare that all the information on this Waverley Affordable Housing Program (WAHP) Application Form is true and correct. I understand that if I give false information I will be ineligible for housing under the Waverley Affordable Housing Program.

I understand that I might be asked to supply additional documentation to support any statements I have made. I also acknowledge that by signing below I give Bridge Housing Limited permission to contact persons named in this application including but not limited to my employer or landlord to verify information and/or seek references in order to assess my housing application..

Name

Signature

Date

## 8. Final checklist

Have you provided documentation to prove your connection to the Waverley LGA? .....

Have you included documentation giving income details for your self and every member of household? .....

**End of Application Form**

