

BHC Tenancy Application - Opal

Application Instructions

Each household member over the age of 18 must complete an application form and lodge the required supporting evidence (see section 8).

Email: allocationsteam@bhcl.com.au

(Save and attach application)

Post: Allocations Team - BHC, GPO Box 544, Brisbane Q 4001

(Print and send application)

For further information on Opal by BHC find it [here](#)

1. Property Information

Property Address

Proposed Date of Move

Please keep my application on file for future vacancies

Have you attended a viewing for this property? Yes No

2. Applicants' Details

Title	First Name	Middle Name	Last Name
Gender	Male	Female	Transgender
		Does not exclusively identify as male or female	Gender not listed, please indicate
Date of Birth	Mobile Phone	Home Phone	
Email		To be named on lease agreement	Yes No
Please indicate if you are of:	Aboriginal or Torres Strait Islander origin	Non-English Speaking background	
Do you require an interpreter?	Yes No	If Yes, which language/dialect	
Residency status	<i>(Please see Section 8 for evidence of permanent residency that you will need to supply)</i>		
	Australian Citizen	Permanent Resident	Temporary Protection Visa Bridging Visa Not a Permanent Resident

3. Other household members who will live with you

First Name	Middle Name	Last Name
Gender	Date of Birth	Relationship to Main Applicant
Male Female		To be named on lease agreement
		Yes No

First Name	Middle Name	Last Name
Gender	Date of Birth	Relationship to Main Applicant
Male Female		To be named on lease agreement
		Yes No

4. Current housing details

Street Address Suburb Post Code

Length of time at current address Current rent per week
\$

Reason for moving

Is your current home

Privately rented by me Privately rented by a friend/family member Owned by me
 Owned by a friend/family member Public or Community Housing Other

Landlord/Agent Name/Location Landlord/Agent Contact Number

Landlord/Agent Email Address

Are you on the Department of Housing Waitlist If Yes, Department of Housing Waitlist Number
 Yes No

Have you previously been housed by BHC?
 Yes No

5. Housing requirements

How many bedrooms do you require?

1 2 3 4+

Do you have any mobility issues? (e.g. stairs) If Yes, please provide details
 Yes No

Do you have pets? If Yes, name of breed Weight (kg)
 Yes No

Do you have a car? *(Please note BHC properties have limited parking)* How many cars do you have?
 Yes No

Other details relevant to your housing requirements

How did you hear about us/this property?

Realestate.com.au Rent Connect Officer Other staff at Housing Services Centre
 Word of mouth (friend/colleague/family etc) BHC Staff Other advertisement

6. Income and asset details

Source of income (select from list)	Gross (before tax) income per week	Employer Name (if applicable)	Date employment commenced	Employer Telephone (if applicable)
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Do you or anyone in your household own or part own residential or commercial property?

Yes, in Australia Yes, overseas No

Do you or anyone in your household have other assets over the value of \$114,187.50 for a single person or \$145,875.00 for two or more household members? (including shares, investments, money in the bank and superannuation payouts)

Please note: to qualify for this property you must not have any assets over the threshold

Yes No

7. Referees

Please provide contact details for two referees (must not be related to you or your household members)

Name Phone Relationship

Name Phone Relationship

8. Further Information Required and Next Steps

EVIDENCE REQUIRED TO COMPLETE YOUR APPLICATION

You will need to provide all of the following evidence in order to progress your application:

1. Recent proof of your household's gross income and assets. Please provide:

Proof of ID e.g. Adult Proof of Age card, Drivers Licence, Birth Certificate, Marriage Certificate/change of name

Proof of Australian Citizenship e.g. Passport/Birth Certificate, Medicare Card, Permanent Residency Visa, Temporary Protection/Bridging Visa

Proof of Queensland Residency e.g. Utilities bill showing current address, Drivers Licence showing current address

If Employed, proof of income for past 12 months - Notice of Assessment for the last Financial Year PLUS most recent payslip showing year to date earnings OR letter from employer stating Annual Wages

If on Centrelink Payments, copy of current (fortnightly) Centrelink income statement AND Copy of last Financial Year Income Statement OR Payment Summary (fortnightly break down - last 15 months)

Bank Statements (last 30 days) i.e. for all bank accounts

Any superannuation/Stock Share Dividends Documentation

DECLARATION

I do not own residential or commercial property or have assets above the specified eligibility limits

The information I have provided is true and accurate to the best of my knowledge

I have read and understood the attached Privacy Statement and Terms and Conditions

I agree to provide all relevant information and supporting documents to enable my application to be properly assessed

Sign:

*Enter digital signature or print/sign/scan
(to be completed prior to signing tenancy documents)*

Date:

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Please complete as fully as possible and return with your supporting evidence to:

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Terms of Application

1. Applicant's Warranty

The Applicant warrants:

- 1.1 the details provided are true and correct
- 1.2 they are not bankrupt or insolvent

2. Applicant Agrees

The Applicant agrees:

- 2.1 that subject to inspection the applicant accepts the property in its condition.
- 2.2 where the Applicant has been given a Form 18a General Tenancy Agreement (inc Standard & any Special Terms) in accordance with Section 58 of the Residential Tenancies & Rooming Accommodation Act 2008, then;
 - (1) on acceptance of this Application for Tenancy by the Landlord being notified to the Applicant, verbally or in writing, the Applicant will rent the Premises from the Landlord in accordance with the terms and conditions of the Form 18a General Tenancy Agreement provided in accordance with Clause 2(2).
 - (2) upon signing of the Tenancy Agreement, to pay the bond and rent amounts in item (1) in an approved way as more particularly set out in the Tenancy Agreement.
 - (3) the Applicant will forthwith upon receipt of same, sign the completed Tenancy Agreement.
 - (4) this Tenancy Application, unless accepted, creates no contractual or legal obligations between the parties.
 - (5) the Landlord/Landlord's Agent are not required to give an explanation to applicant(s) for any application not approved.

3. Privacy Statement

- 3.1 The Landlord's Agent collects and uses personal information provided by you as the Applicant to assess your application for a residential tenancy and provide services required by you or on your behalf during the tenancy.
- 3.2 You as the applicant agree, to further assess your application, the Landlord's Agent may subject to the Privacy Act 1988 (CTH) where applicable, collect information from and use and disclose personal information to:
 - (1) The owner of the premises to which this application applies; & or
 - (2) residential tenancy databases for the purpose of confirming details in your application enabling proper assessment of the risk in providing you with a lease; & or
 - (3) tradespeople and similar contractors engaged by the owner/Agent in order to facilitate the carrying out of works with respect to the premises; & or
 - (4) previous managing agents and nominated referees to confirm information provided by you; & or
 - (5) the Owner's insurance companies; authorised real estate personnel; courts and tribunals and other third parties as may be required by the Landlord's Agent relating to the administration of the premises and use of the Landlord's Agent services; & or
 - (6) Bodies Corporate
- 3.3 Without provision of certain information the Landlord's Agent may not be able to act effectively or at all on the owner's behalf and as a result your application may not be acceptable to the owner.
- 3.4 The Applicant has the right to access such personal information and may require correction or amendment of any inaccurate information.

4. Provision of Documents

The parties agree to the delivery and service of documents or other communication via electronic means including SMS text messaging, emailing or other forms of electronic communication where such information has been provided by a party in the Item Schedule.

I have read and understood the Terms of Application detailed on this page YES / NO

Applicant's Name:

Date:

Applicant's Signature:

Information about your application and tenancy databases

(To be provided by the property manager/owner to prospective tenants to comply with section 458A of the Residential Tenancies and Rooming Accommodation Act 2008).

Tenancy databases are used to protect a property owner's investment. However, unfair and old listings can disadvantage some people when they try to secure private rental housing.

What this means for you

As a property manager/owner, we are required by law to let you know which database we use to check your rental history.

At Brisbane Housing Company we use the following tenancy databases:

- TICA

What if I am listed?

If you are listed on a tenancy database that we use, we are required by law to let you know that you are listed, and provide you with the contact details of the database operator so you can find out information about your listing.

Where can I get further information?

If you would like more information about tenancy database laws you can visit the Residential Tenancies Authorities website at rta.qld.gov.au or call 1300 366 311

Opal by BHC

Providing affordable rental properties in key Brisbane locations

BHC is a housing provider and developer with a variety of rental models including reduced market rents providing affordable housing for low income households. BHC owns all of the properties within *Opal by BHC* and we provide quality in-house tenancy and asset management.

Am I eligible for an Opal by BHC property?

To rent an *Opal by BHC* property, you must meet each of the following eligibility criteria:

- You must be an Australian citizen, have permanent residency or have Temporary Protection visa XA visa subclass 785 or Temporary Protection visa XC visa subclass 785. Permanent residents include NZ citizens who arrived in Australia prior to 27 February 2001.
- You must be a Queensland resident or provide evidence of a need to move to Queensland.
- You or your household members must not own or part-own property within Australia or overseas. This includes residential or commercial property, land, mobile home or caravan (permanently connected to utilities).
- Your household's combined liquid assets, meaning money in the bank, shares, investments and superannuation payouts, must not exceed \$114,187.50 for a single person or \$145,875.00 for two or more household members.
- Your proposed household's combined annual gross income must not exceed the following limits*:

Household Type	Income Limits
Single Adult	\$49,547
2 Adults	\$68,501
3 Adults	\$87,455
Sole Parent with 1 Child	\$68,548
Sole Parent with 2 Children	\$84,983

Household Type	Income Limits
Sole Parent with 3 Children	\$101,418
Couple with 1 Child	\$84,936
Couple with 2 Children	\$101,371
Couple with 3 Children	\$117,806

*effective 1 May 2017; subject to change

How do I find out about available Opal by BHC properties and how do I apply?

- *Opal by BHC* properties are generally advertised on www.realestate.com.au. You will find currently advertised vacancies at: www.realestate.com.au/agency/brisbane-housing-company-ltd-EPZCCQ
- You can find an application form on our website at <http://bhcl.com.au/tenants/opal-by-bhc/> to fill out online. You'll need to provide evidence of your eligibility before your application can be fully assessed.
- You can email us at allocationsteam@bhcl.com.au or phone 07 3307 3000 and ask to speak with Allocations with any queries, or to submit your application along with your supporting evidence.

Important information about Opal by BHC

BHC aims to provide long term, sustainable housing options for Brisbane residents. *Opal by BHC* properties are available for an initial lease term of 6 months, with the potential for extension.

Opal by BHC properties are close to transport and local services but have limited onsite parking. Some properties may have restrictions around pets.

Rents for properties leased under *Opal by BHC* are set at less than 75% of the market rates and are reviewed annually. Prior to offering a property to a tenant, BHC will use the income information you have supplied to ensure your affordability for the property you are applying for. We use an affordability benchmark of 40% of weekly income. We will also factor in Commonwealth Rental Assistance as part of the income affordability check.

Opal by BHC tenants are required to participate in an annual check of eligibility in relation to income and assets. Increased income eligibility limits apply after the first year. Please ask and we will be happy to provide further information.