

BHC'S QUESTIONNAIRE FOR PROSPECTIVE TENANTS

Date:

Applicant's Details

First Name: Middle Name: Last Name:
 Gender: Date of Birth:
 Home Ph: Mobile Ph:
 Email:
 Current Address:

Other applicants that will reside at same address

First Name: Middle Name: Last Name:
 Gender: Date of Birth: Relationship to applicant:
 Home Ph: Mobile Ph:
 Email:

First Name: Middle Name: Last Name:
 Gender: Date of Birth: Relationship to applicant:

First Name: Middle Name: Last Name:
 Gender: Date of Birth: Relationship to applicant:

Are there additional applicants? No Yes (please attach details)

Housing Requirements

How many bedrooms do you require? Boarding Room Studio 1 Bedroom 2 Bedroom 3 Bedroom 4 Bedroom

Which BHC suburbs would you prefer to live in? (Please number in order of preference, e.g 1, 2, 3 etc)

Central Areas

Bowen Hills
 Fortitude Valley
 Kelvin Grove
 New Farm
 Newstead
 Paddington
 Spring Hill
 West End
 Woolloongabba/
 Kangaroo Point

Northern Suburbs

Alderley
 Chermside
 Carseldine/
 Fitzgibbon
 Lutwyche
 Mitchelton
 (over 55 years only)
 Nudgee/Banyo
 Nundah
 Windsor

Southern Suburbs

Camp Hill
 Coopers Plains
 Inala/Richlands
 Mt Gravatt
 Yeerongpilly
 Yeronga
 (Boarding
 Rooms only)

Do you have a current lease? Yes No Date you will be available for housing:

Do you have a car? Yes No If yes, how many cars do you have?
 NB BHC has Limited Parking

Do you have any mobility problems e.g. are stairs an issue? Yes No

Have you previously been housed with BHC? Yes No

Do you have any pets? Yes No

Note: Not all properties are suitable for all pets. Applications will be reviewed in line with BHC's Pets Policy. Submission of this questionnaire does not constitute a pet application.

If Yes, please provide the following details about the pet

Animal Type (breed/species)

Pet Name:

Gender:

Is your pet desexed?

Yes

No

Age:

Weight

Length

Do you intend for the pet to be kept inside, outside or both?

Inside

Outside

Both

Any other information you would like to share on your pet?

Other Details

e.g. Disabilities, Medical Conditions, additional information you wish BHC to be aware of, copies of letters from support organisations

Referral/Support Organisation/Guardian Contact Details

Organisation:

Support/Case Worker Name:

Contact Phone:

Contact Email:

Please advise BHC if your client obtains housing so we can update our records.

Has someone been appointed to make financial decisions on your behalf (e.g. Public Trustee)

Yes

No

If Yes, please provide Contact name and organisation:

Contact Phone:

Contact Email:

Has a someone been appointed to make decisions on your behalf? (e.g. Public Guardian)

Yes

No

If Yes, please provide Contact name and organisation:

Contact Phone:

Contact Email:

Translating and Interpreting Service Phone: 131 450

Are you from a Non English Speaking Background? Yes No

Do you require an interpreter? Yes No If Yes, which language/dialect

Income Details

Source of income: Wage Self-Employed Centrelink: DSP JobSeeker Other

Please Provide:

Recent proof of your household's weekly gross income.

- e.g.
- Payslips - 6 weeks
 - Centrelink Payments
 - Proof of other income

A current copy of your approved Department of Housing Registration Letter

Your Department of Housing Waitlist Number:

A clear copy of photo ID (e.g. Drivers Licence, Adult Proof of Age Card, Passport, other Government Photo ID)

By signing this document, I/We acknowledge:

I/We have detailed full and accurate information; and

I/We have received and understood BHC Privacy Collection Statement (see attached)

Signed: Date:

Either enter digital signature or print/sign/scan

Please return the following:

- ✓ This Questionnaire
- ✓ Proof of income
- ✓ Photo ID
- ✓ Approved Department of Housing Waitlist Letter

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

By Email: allocationsteam@bhcl.com.au

By Fax: (07) 3839 2000

**If your circumstances change and you are no longer seeking housing with BHC, please advise us.*

At BHC, we respect your personal information and will treat it sensitively. Within the Operations Team we collect your personal information to assist us to perform our role of providing housing and related services. The following BHC Privacy Collection Statement outlines how we will deal with your personal information and how you can obtain further information about our Privacy Policy.

Privacy collection statement

At Brisbane Housing Company Limited (**BHC, we, us or our**), we respect your personal information and are committed to the Australian Privacy Principles contained within the **Privacy Act 1988** (Cth) (**Privacy Act**). The purpose of this statement is to advise you that we may collect, use and disclose various personal information about you to assist us to perform our role of providing housing and related services. This statement outlines how we will deal with your personal information and how you can obtain further information about our Privacy and Confidentiality Policy.

BHC and our related entities (each BHC) may collect, use and disclose personal information about you. Where possible, we collect personal information directly from you and may also collect personal information passively through our website. On occasion, we may need to collect personal about you from third parties who collect personal information about you.

We collect your personal information to facilitate our internal business purposes, for marketing and promotional purposes, to provide services and products to you, to perform statistical reporting and to comply with legal and regulatory requirements. We only use the information we collect for its intended purpose or a directly related purpose unless an exception applies.

In order to provide our services and products to you, we may disclose personal information about you to our related entities and affiliated organisations and service providers who assist us in operating our business (for example third party service providers and stakeholders). We are not likely to disclose your information overseas. If the personal information you provide to us is incomplete or inaccurate, we may not be able to provide you, or someone else you know, with the products or services that you or they, are seeking.

We may collect sensitive personal information from you in the course of providing services to you (for example about your health and disability status). We will only do this if you have provided your consent (or if otherwise permitted by law). If you do not provide your consent, we may not be able to provide you with some of our services.

It is up to you to update your personal information. If you are unable to update your personal information held by us yourself, you must notify us of the changes as soon as reasonably practicable.

More detailed information about the way we use, disclose and secure your personal information, how you can access and correct that information and how you can make a complaint about a breach of the Australian Privacy Principles can be found in our Privacy and Confidentiality Policy, available at www.bhcl.com.au/about-bhc/privacy/ or on request by phoning us on (07) 3307 3000.