

BHC Tenancy Application - Affordable Housing

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 BHC's affordable housing, click [here](#)

1. Property Information

Property Address

Proposed Date of Move

Have you attended a viewing for this property?

Yes No

Please keep my application on file for future vacancies

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

Property sold

Rental increase too high

Poor property condition

Relationship breakdown

Need to move closer to work/school/family

Other:

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

Yes

No

If Yes, Department of Housing Waitlist Number

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)

Yes

No

If Yes, please provide details

Do you have pets?

Yes

No

If Yes, name of breed

Weight (kg)

Do you have a car? (Please note BHC properties have limited parking)

Yes

No

If Yes, how many cars do you have?

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 1	Source 2 <i>(if applicable)</i>	Source 3 <i>(if applicable)</i>
Source of income <i>(select from list)</i>			
Gross (before tax) income per week			
Employer Name <i>(if applicable)</i>			
Date employment commenced			
Employer Telephone <i>(if applicable)</i>			
Occupation			
Occupation Status <i>(i.e. full time, part-time, casual etc)</i>			

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 \$135,937 for a single person or \$173,375 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. Emergency Contact

Name Phone Relationship

9. 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

I acknowledge I will need to pay 2 weeks rent in advance within 48 hours of being approved for this property in order to secure this tenancy

I have received a copy and understand the Tenancy Agreement and Special Terms and Conditions

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:

Email: allocationsteam@bhcl.com.au
(Save and attach application)

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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:

BHC Affordable Housing

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 BHC's *affordable housing* portfolio and we provide quality in-house tenancy and asset management.

Am I eligible for a BHC affordable housing property?

To rent an *BHC affordable housing* 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 \$135,937 for a single person or \$173,375 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	\$61,322
2 Adults	\$84,782
3 Adults	\$108,242
Sole Parent with 1 Child	\$84,841
Sole Parent with 2 Children	\$105,184

Household Type	Income Limits*
Sole Parent with 3 Children	\$125,527
Couple with 1 Child	\$105,125
Couple with 2 Children	\$125,468
Couple with 3 Children	\$145,811

*effective May 2024; subject to change. Income from the last 12 months

How do I find out about available BHC affordable housing properties and how do I apply?

- *BHC affordable housing* 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 bhcl.com.au/tenants/prospective-tenants/affordable-housing-apply/ 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 affordable housing by BHC

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

BHC affordable housing properties are close to transport and local services but have limited onsite parking.

Rents for properties leased under *BHC affordable housing* 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.

BHC affordable housing 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.