

BHC Market Rental Application

If there is more than 1 applicant applying for the same property, each applicant needs to complete a separate application form (e.g. if applying with a partner, spouse or friends each person needs to complete a separate application form).

1. Property manager/owner details

Full name: Brisbane Housing Company t/as BHC Creating Liveable Communities

Phone: 07 3307 3000

Email: reception@bhcl.com.au

2. Address of the premises

	Postcode

3. Ways to submit your application

Submit your application using one of the following two methods:

1. Email - reception@bhcl.com.au
2. In Person - Level 17, 333 Ann Street, Brisbane

4. Number of occupants

Total number of occupants (including those under 18 years of age) intended to reside on the premises

Number of occupants under 18 years of age

5. Applicant details

Full name		Date of birth
Current Address		
		Postcode
Phone	Email	

6. Employment details

Current employer	
Job title	
Length of employment	Gross weekly income
Employer contact phone	
Employer email	

Note: If you cannot provide details of your current employment or income, please provide other details about your ability to pay rent under item 7, Financial information.

7. Financial information

Please provide the following documents to verify your ability to pay rent.

1. **Proof of Income as per examples below**
2. **As required: Proof of savings**

Examples: most recent pay slips, bank statements (without transaction details), other financial documents (as requested by the property manager/owner). Note: Required documents may vary depending on individual circumstances, refer to the property manager/owner requirements.

If not receiving regular income (e.g. self-employed, casual, freelance, between employment)

Please provide details of previous employment or other documents supporting your financial ability to pay rent, such as:

- Pay slips from previous employment
- Bank statements (without transaction details)
- Centrelink payment statements/letters
- Proof of savings or assets
- Other

8. Verification of identity

Please provide the following documents to verify your identity. You should discuss the most suitable method of identity verification if you are unable to provide the requested documents.

1. **Drivers Licence / Passport Photo Page**
2. **Medicare Card or Bank/Debit Card**

Note: If you are providing copies of identification documents, your personal information must be stored securely. If your application is unsuccessful, the property manager or owner must destroy this information within 3 months of the relevant tenancy commencing, unless you otherwise consent for information to be held for a longer period.

9. Applicant suitability

Please provide the following documents to support your suitability.

1. **Please feel free to attach any other documents that you believe will support your application.**

10. Rental history (if you have do not have rental history, leave this section blank)

Property 1

Current/previous address	
	Postcode
Rental period (Start - End)	
Property Manager/Owner name	
Property Manager/Owner email	
Property Manager/Owner phone	

Property 2

Current/previous address	
	Postcode
Rental period (Start - End)	
Property Manager/Owner name	
Property Manager/Owner email	
Property Manager/Owner phone	

11. References

Please provide 2 referees who can verify your ability to care for the premises.

Name	
Phone	Email
Referee's connection to applicant	

Name	
Phone	Email
Referee's connection to applicant	

12. Pet details

Do you intend to keep any pets at the premises? ☐ Yes ☐ No

If yes, please provide details

Type/s of pets
Number of pets

Other information about any pets (optional)

Examples: The pet's age, temperament, training, whether the pet is to be kept inside and/or outside, photos of any pets or their enclosures.

Note: If a pet is to be kept at the premises, the tenancy agreement may contain additional reasonable conditions such as requiring the tenant to do pest control and carpet cleaning.

13. Vehicle details

Will any vehicles be parked at the premises? ☐ Yes ☐ No

If yes, please specify the number of vehicles

Cars ☐ Trailers ☐ Caravans ☐ Heavy vehicles ☐ Boats ☐ Other motor vehicles ☐

Note: If vehicles are to be parked on the premises the property manager/owner may require additional conditions in the tenancy agreement such as the requirement for vehicles to be parked in a dedicated parking space, driveway, park or body corporate rules relating to vehicles.

14. Terms of tenancy

Preferred move-in date

Desired lease term (e.g. 6 months, 12 months, 24 months)

15. Submission confirmation

Your application will not be processed unless all required documents are submitted.

Print name

Signature

Date

Either enter digital signature (in Adobe) or print/sign/scan

Discrimination in accommodation

If an applicant believes they are unlawfully being discriminated against, they should contact the Queensland Human Rights Commission.

The Commission handles complaints of discrimination, including those based on race, gender, age, disability, relationship status, sexuality, and other protected attributes under the Queensland Anti-Discrimination Act 1991. The Commission can provide guidance on how to file a complaint and assist in resolving issues related to unlawful discrimination.

Assessment of an application

A property manager or owner will assess the suitability of an applicant based on the information provided, including checking tenancy databases identified in Item 15. If an applicant is listed on a tenancy database, they will be informed of the listing details. For more information visit the RTA's website.

An applicant should ensure that they complete the application in full with true and correct information.

A property manager or owner is not required to provide reasons to an applicant on why their application is unsuccessful.

For office use only

Received by

Date received

Application submitted by Email In-person Postal mail Other

Verification of identity completed Yes No

Required documents attached Yes No

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.