creating liveable communities

BHC Tenancy Application - Social Housing

Application Instructions

Please ensure you have a copy of your approved Department of Housing Registration Letter.
Please complete an application form and lodge the required supporting evidence.

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

Post: Allocations Team - BHC, GPO Box 544, Brisbane Q 4001
(Print and send application)

BHC, a registered Community Housing Provider, offers both social and affordable housing to eligible applicants. To fulfill our obligations, we collect necessary information to assess eligibility and affordability. As an exempt lessor, BHC is not required to use the standardised application form provided by the Residential Tenancies Authority (RTA).

For legislated privacy reasons, we must delete your application after three months unless you give us your permission to retain it. If you would like us to retain your application for 12 months, please tick here:

☐ Yes, please keep my application and documentation for 12 months

1. Primary Applicant

First Name _____ **Middle Name** _____ **Last Name** _____

Gender _____ **Date of Birth** _____

Phone Number _____ **Alternative Phone Number** _____

Email _____

Current Address _____

Translating and Interpreting Service Phone: 131 450

Do you require an interpreter? ☐ Yes: Language/Dialect _____ ☐ Yes: Auslan

Primary Applicant Income - Please select your source of income below. Tick all that apply.

Centrelink ☐ JobSeeker* *(see below)* ☐ Youth Allowance* *(see below)* ☐ Youth Disability Allowance* *(see below)* ☐ Disability Support Pension

☐ Age Pension ☐ Parenting Payment ☐ Other _____

☐ Wage ☐ Self-Employed **Please provide Income Statement details*

***JobSeeker and Youth Allowance Applicants**

Please note: If your sole income is JobSeeker or Youth Allowance/Youth Disability Allowance, you will likely be eligible for only a boarding room within BHC. Please select your preferred locations.

Male Boarding Room Areas: ☐ Bowen Hills ☐ Fortitude Valley ☐ Kelvin Grove ☐ Spring Hill ☐ Yeronga

Female Boarding Room Areas: ☐ Fortitude Valley ☐ Yeronga

2. 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 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

Is there any other person/organisation that helps make decisions on your behalf?

☐ Yes ☐ No

If yes,

☐ Friend, Family or Advocate ☐ Power of Attorney ☐ Other (Please provide details below)

Please provide details (e.g. name, organisation, role, contact information)

3. Second Household Applicant / Child

First Name | Middle Name | Last Name

Gender | Date of Birth | Relationship to Applicant

Phone Number | Alternative Phone Number

Email

Current Address

Translating and Interpreting Service Phone: 131 450

Do you require an interpreter? ☐ Yes: Language/Dialect ☐ Yes: Auslan

Second Household Applicant Income - Please select your source of income below. Tick all that apply.

Centrelink ☐ JobSeeker ☐ Youth Allowance ☐ Youth Disability Allowance ☐ Disability Support Pension

☐ Age Pension ☐ Parenting Payment ☐ Other

☐ Wage ☐ Self-Employed **Please provide Income Statement details*

4. Third Household Applicant / Child

First Name | Middle Name | Last Name

Gender | Date of Birth | Relationship to Applicant

Phone Number | Alternative Phone Number

Email

Current Address

**If Applicant 3 is earning income, please provide details*

Translating and Interpreting Service Phone: 131 450

Do you require an interpreter? ☐ Yes: Language/Dialect _____ ☐ Yes: Auslan

5. Fourth Household Member (Child)

First Name _____ **Middle Name** _____ **Last Name** _____

Gender _____ **Date of Birth** _____ **Relationship to Applicant** _____

Are there additional applicants? ☐ No ☐ Yes (Please attach details)

6. Housing Requirements

Bedrooms: Please indicate your required bedroom type

☐ Studio ☐ 1 Bedroom ☐ 2 Bedroom ☐ 3 Bedroom ☐ 4 Bedroom

Locations: Please indicate your preferred locations by ranking them in order (e.g., 1, 2, 3, etc.). You may choose broader Areas or specific suburbs or combination, and you're welcome to select as many options as you like.

Central Areas

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

Northern Suburbs Areas

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

Southern Suburbs Areas

- ☐ Camp Hill
- ☐ Coopers Plains
- ☐ Inala/Richlands
- ☐ Mt Gravatt
- ☐ Yeerongpilly

Outer Brisbane

- ☐ Capalaba
- ☐ Redcliffe (over 55 years only)
- ☐ Southport
- ☐ Toowoomba

7. Additional Housing Details

Do you have a current lease? ☐ Yes ☐ No **Date you will be available for housing** _____

Do you have a car? Please note: BHC has Limited Parking ☐ Yes ☐ No **If yes, how many cars do you have?** _____

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

Have you (or other household applicants) been housed previously with BHC? ☐ Yes ☐ No

Other Details

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

8. Pets

Do you have any pets? ☐ Yes ☐ No

If Yes, please provide the following details about the pet

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.

Animal Type (breed/species) _____ **Pet Name** _____

Gender _____ **Is your pet desexed?** ☐ Yes ☐ No

Age _____ **Weight** _____

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?

9. For each applicant receiving an income please provide:

☐ **Recent proof of weekly/fortnightly gross income.**

e.g. - Payslips - 4 consecutive weeks
- Centrelink Income Statement
- Proof of other income for all applicants

☐ **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)

*** you may either provide copies of the documents or present original documents to BHC.*

By signing this document,

☐ I/We have detailed full and accurate information; and

☐ I/We have received and consent to the BHC Privacy Collection Statement (see attached) including the collection of sensitive personal information

Signed: _____ Date: _____

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

Signed: _____ Date: _____

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

Please return the following:

✓ This Application Form
✓ 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

**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 information 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.