BHC Tenancy Application - Affordable Housing

creating liveable communities

Application Instructions

Each household member over the age of 18 must complete an application form and lodge the required supporting evidence (see section 9).

Email: applyaffordable@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

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).

1. Property Information

Property Address

Proposed Date of Move

Have you attended a viewing for this property?
☐ Yes ☐ No

2. Applicants' Details

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

Gender **Date of Birth** **Phone Number** **Alternative Phone Number**

Email **To be named on lease agreement** ☐ Yes ☐ No

Translating and Interpreting Service Phone: 131 450

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

Residency status *(Please see Section 9 for evidence of permanent residency that you will need to supply)*

☐ Australian Citizen ☐ Permanent Resident ☐ 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** **To be named on lease agreement** ☐ Yes ☐ No

Email

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

Gender **Date of Birth** **Relationship to Main Applicant** **To be named on lease agreement** ☐ Yes ☐ No

Email

BHC Use: ID Viewed ☐ Type _____ Initial ____ Date _____

4. Current Housing Details

Street Address | **Suburb** | **Post Code**

Length of time at current address

Current rent per week

$

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 (or other household applicants) been housed previously with BHC?

☐ Yes ☐ No

5. Pets and other requirements

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?

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

☐ Yes ☐ No If Yes, how many cars do you have?

Are there other details relevant to your housing requirements you wish to provide?

6. Income and Asset Details

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

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 $185,000 for a single person or $220,000 for two or more household members? (including shares, investments, money in the bank and superannuation payouts)

☐ Yes ☐ No *Please note: to qualify for this property you must not have any assets over the threshold*

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 for your application to be progressed:

- ☐ Proof of ID** *e.g. Adult Proof of Age card, Drivers Licence, Birth Certificate, Marriage Certificate/change of name*
- ☐ Proof of Australian Citizenship or Permanent Residency^ *See page 6 for details.*
- ☐ Proof of Queensland Residency** *e.g. Utilities bill showing current address, Drivers Licence showing current address*
- ☐ If Employed, proof of household 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. *(Please provide sufficient documentation to enable us to verify you can afford the property).*
- ☐ 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 showing balances only, for all bank accounts
- ☐ Any superannuation/Stock Share Dividends Documentation

*** you may either provide copies of the documents or present original documents to BHC. We are unable to process applications unless identity and residency status is verified by BHC.*

DECLARATION

By signing this document,

- ☐ I have detailed full and accurate information
- ☐ 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
- ☐ I have received and consent to the BHC Privacy Collection Statement (see attached) including the collection of sensitive personal information
- ☐ I agree to provide all relevant information and supporting documents to enable my application to be properly assessed

Sign: _____ **Date:** _____

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

Application Instructions

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

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

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

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.

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 provides quality in-house tenancy and asset management.

Am I eligible for a BHC affordable housing property?

Income levels are assessed against gross income limits according to the household composition. For BHC Affordable Housing Program purposes, a household is considered to be all persons living in the dwelling. All persons who ordinarily reside in a BHC Affordable Housing Program home must have their income included as a member of the household.

See the Eligibility Checker on our website to check your eligibility: bhcl.com.au/eligibility

To rent a BHC affordable housing property, you must meet each of the following eligibility criteria:

- You must be an Australian citizen or have permanent residency

Visa Name	Subclass	Category	Eligible
Australian Citizen	N/A	Permanent	Yes
Permanent Resident		Permanent	Yes
Permanent Protection Visa	866	Permanent	Yes
Resolution of Status Visa	851	Permanent	Yes
Safe Haven Enterprise Visa	790	Temporary	Yes
Refugee Visa	200 / 201 / 203 / 204	Permanent	Yes
Global Special Humanitarian	202	Permanent	Yes

- 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 $185,000 for a single person or $220,000 for two or more household members.
- Your proposed household's combined annual gross income must not exceed the following limits for the last 12 months from the date of application:

Household Type	Income Limits
Single Adult	$80,000
2 Adults	$103,145
3 Adults	$129,887
Sole Parent with 1 Child	$103,145
Sole Parent with 2 Children	$126,066
Sole Parent with 3 Children	$148,987
Couple with 1 Child	$126,066
Couple with 2 Children	$148,988

**rates effective Oct 2026 and subject to change*

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

- BHC affordable housing properties are generally advertised on realestate.com.au. You will find currently advertised vacancies at: realestate.com.au/agency/brisbane-housing-company-ltd-EPZCCQ
- You can find an application form on our website at bhcl.com.au/find-a-home/affordable-housing to complete online. You'll need to provide evidence of your eligibility before your application can be fully assessed.

How to submit and enquire

You can submit applications via email at applyaffordable@bhcl.com.au or phone 07 3307 3000 and ask to speak with the Affordable Team 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 supplied to ensure affordability for the property. 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.