

Bond Loan									
Rental Grant									

Application for Bond Loan and Rental Grant Assistance

The Department of Housing and Public Works provides Bond Loans and Rental Grants to people who need to rent a home in the private rental market.

Bond Loans

Bond Loans assist eligible clients on low incomes who cannot afford to pay the full rental bond to obtain accommodation in the private rental market. The department provides an interest-free loan for the rental bond on the property up to a maximum value of four weeks rent for the accommodation. The Bond Loan must be repaid.

Rental Grants

Rental Grants help clients who are exiting a hospital or health facility, correctional facility, other approved centre, Child Protection Service, Community Rent Scheme property in Queensland or who are escaping domestic and family violence or who are homeless or at risk of homelessness to move into the private rental accommodation. A Rental Grant is a once only grant of two weeks rent - it is not the two weeks in advance that your Agent or Lessor when your tenancy starts.

To be eligible for a Rental Grant, you must be eligible for a Bond Loan **and** also meet one of the Rental Grant eligibility criteria confirming you are in one of the housing circumstances listed above. If your circumstances do not meet any of the above criteria, you will not be eligible for a Rental Grant.

How to apply for assistance:

You can apply in the following ways:

- **Online** via the Department of Housing and Public Works website <https://www.hpw.qld.gov.au/blarga/>
- **Email** or scan the completed application form and your supporting evidence to bondloan@hpw.qld.gov.au
- **by fax** - 1300 762 514 - fax the completed application form and your supporting evidence to this number
- **by post** - send this completed application form and your supporting evidence to :
Bond Loan Statewide Services Team
PO Box 1120
Bundaberg QLD 4670
- **In person** at your nearest Housing Service Centre, Queensland Government Agent Program (QGAP) office or Courthouse. Bring your completed application and your supporting evidence.

You can use the **Housing Assist Qld App too**. It can be downloaded from [Apple](#), [Android](#) and Windows stores.

You can apply for a bond loan and or Rental Grant, check eligibility, apply for a pre-approval, check your balance and reveal your bond loan repayment barcode on the app.

To complete this application form:

- Write in block letters (for example: JOHN SMITH)
- Show your answer with a tick in the boxes provided)
- Attach all supporting documentation if required
- Provide proof of income for each applicant, for example, Centrelink Income Statement or Employers Declaration
- If there are more than two applicants, complete and sign the Bond Loan – additional tenant details form and attach it to your application.
- Sign the declaration
- If posting the application form, photocopy required identification – do not send original forms of identification.

If you are having difficulties completing this form, please contact your nearest Housing Service Centre - contact phone numbers for each region in Queensland are available in the White Pages or at www.qld.gov.au.

Fact sheets on Bond Loans and Rental Grants are available from www.hpw.qld.gov.au or your nearest Housing Service Centre.

1 Details of property to be rented

This question can be completed with the assistance of your lessor/agent, owner/service provider, caretaker or property manager.

A. Property Details

Unit / room / site number	<input type="text"/>		
Street number and name	<input type="text"/>		
Suburb / locality	<input type="text"/>		
State	<input type="text" value="Queensland"/>	Postcode	<input type="text"/>

B. Property type

- House (includes townhouse / semi-detached house)
- Unit / flat
- Moveable dwelling / site (caravan/site/Manufactured home) A moveable dwelling is a caravan/site or manufactured home. This type of accommodation can be connected to electricity
- Moveable dwelling / site with electricity supplied and individually metered (caravan/site/manufactured home)
- Boarding house A boarding house is accommodation which may include other services such as power and gas as part of the rent cost.
- Aged rental accommodation Aged rental accommodation is accommodation specifically targeted at older persons and may include other services as part of the rent cost.
- Supported accommodation Supported accommodation provides both accommodation and support to persons with a disability

Number of bedrooms in the property

C. Lease details

Lease start date	<input type="text"/>	Length of lease	<input type="text"/>	Month/s
	DD/MM/YYYY		(eg; 6 months)	
Weekly rent	\$ <input type="text"/>			
Total rental bond	\$ <input type="text"/>	The total rental bond is usually four times the weekly rent. Ask the lessor or agent of the property if you are unsure.		
Have you made a cash contribution to the bond and if so, how much?		<input type="checkbox"/> Yes	<input type="checkbox"/> No	
Total cash contribution	\$ <input type="text"/>			

D – Lessor/s or agent details

Provide details below for the agent, owner, service provider, caretaker or manager who appears as the Lessor or Lessor's Agent on the General Tenancy Agreement.

Name of lessor or lessor's agent	<input type="text"/>		Agent Code	<input type="text"/>
Phone number	<input type="text"/>	Facsimile number	<input type="text"/>	
Email address	<input type="text"/>			
Postal address Unit/street number and name	<input type="text"/>			
Suburb/locality	<input type="text"/>	State/Territory	<input type="text"/>	Postcode <input type="text"/>

2 Your Household

A - What type of assistance do you want to apply for? (Please tick applicable boxes).

Bond Loan

Rental Grant

Bond Loan and Rental Grant

B - How many tenant/s will be listed on the General Tenancy Agreement? (eg. living in the property)

Tenants

Tenants: Any adult listed as a tenant on the General Tenancy Agreement must be counted here as a tenant

Residents: Any adults not listed on the General Tenancy Agreement as legal tenants or dependents of a tenant must not be counted as a tenant.

C - How many dependent/s of the tenant/s will live in the property?

Dependent/s of tenant/s

Dependents of tenants: Any child (younger than 18 years) or adult that is a legal and financial dependent of a tenant must be counted here as a dependent.

D - What will the household structure be?

Single with no dependents

Single with dependents

Other

Couple with no dependents

Couple with dependents

E - Is any person in your household experiencing domestic and family violence?

Yes

No

Evidence: You will need to provide evidence about your current situation. You can attach your evidence to this application or give this to staff at your nearest [Housing Service Centre](#). Examples of evidence can include domestic violence order, protection order, peace and good behaviour order, evidence from the police, letter from a doctor that has treated you, letter from a domestic and family violence support agency or other supporting evidence. If you are not sure about the evidence you need to provide, please talk to staff at your nearest [Housing Service Centre](#).

3 Rental Grant assistance

If you are applying for a Rental Grant, please complete this section. **If not, please continue to the next question.**

Rental Grants help clients who are

- experiencing domestic and family violence; or
- homeless or at risk of becoming homeless; or
- exiting from hospitals or health facilities; or
- correctional facilities; or
- child protection services; or
- a homelessness service; or
- Community Rent Scheme properties in Queensland.

To be eligible for a Rental Grant you must be eligible for a Bond Loan and **also meet one of the Rental Grant eligibility criteria** confirming you are in one of these circumstances. If your circumstances do not meet any of the above criteria, you will not be eligible for a Rental Grant.

Please select the option that describes your current circumstances:

<input type="checkbox"/>	You stayed in a homelessness service (e.g. women's refuge, shelter, crisis accommodation) for a minimum of 28 days. You must be applying within 3 months of leaving that centre.
<input type="checkbox"/>	You have served a minimum of 28 days in a correctional facility. You must be applying within 3 months of leaving that facility.
<input type="checkbox"/>	You were resident of hospital or other health facility including a mental health facility for a minimum of 28 days. You must be applying within 3 months of leaving that facility.
<input type="checkbox"/>	You are exiting a child protection service and moving to private rental accommodation. You must be applying within 3 months of leaving the child protection service.
<input type="checkbox"/>	You are moving from a Community Rent Scheme property in Queensland and moving into private rental accommodation. You must be applying within 14 days of moving from the Community Rent Scheme property.
<input type="checkbox"/>	You or a person in your household are experiencing domestic and family violence
<input type="checkbox"/>	You are homeless or at risk of becoming homeless
<input type="checkbox"/>	None of the above



Please attach evidence to support your eligibility for a Rental Grant.

4**Your details - Tenant 1**Title First name Middle name Surname Date of Birth Male Female Centrelink's Customer Reference Number (CRN) or
Department of Veteran Affairs (DVA) Reference Number What is your preferred contact method?

Phone

Email

Phone numbers
(provide at least one)

Home

Work

Mobile

Email address Your current residential Address
(where you live now)

Unit/street number and name

Suburb / locality

State/Territory

Postcode

Postal Address

 as above

Unit/street number and name

Suburb / locality

State/Territory

Postcode

If your personal affairs are being managed by the Public Trustee please supply their contact details.

Name

Contact number

If you have a Power of Attorney please supply their contact details.

Name

Contact number

Are you employed by the Queensland Government Department of Housing and Public Works?

Yes No

We are committed to improving housing outcomes for Indigenous people. The following information is collected for reporting and planning purposes.

Please tick which of the following apply.Aboriginal origin Another cultural or linguistic background Torres Strait Islander origin None of the above

Alternative contact details

Enter the details of two people who we can contact if we have difficulty contacting you.

Alternative contact 1

Full name
First name Middle name Last name

Relationship
Example: mother, father, sibling, friend, support worker

Phone numbers (provide at least one)
Home Work Mobile

Alternative contact 2

Full name
First name Middle name Last name

Relationship
Example: mother, father, sibling, friend, support worker


Phone numbers (provide at least one)
Home Work Mobile

Your eligibility

What is your weekly income? \$

What is your income type (e.g. wages, pension, allowance, family payments)

How much cash and savings do you have? \$

 Please attach evidence of your income to this application.

With your consent, the Department of Housing and Public Works can obtain your income and assets details electronically from Centrelink with your consent. To consent to this service, please complete the Income Confirmation Service Consent Form at the end of this application form. One consent form is needed per applicant. If you need additional consent forms, please visit the department's website www.hpw.qld.gov.au or contact your nearest Housing Service Centre. If you require any further information about the Income Confirmation Service, please contact your nearest Housing Service Centre or visit the department's website www.hpw.qld.gov.au.

What is your residency status in Australia? (please tick the option that applies for each person's residency status).

 You must provide evidence of your residency status.

Birth Certificate from an Australian State or Territory or Australian Passport or Australian Citizenship certificate or documents from Department of Home Affairs verifying your citizenship status (e.g. letter detailing residency or visa status or Certificate of Resident Status or Certificate of Identity) or permanent residency stamp in applicant's Passport, etc.

- | | |
|---|---|
| <input type="checkbox"/> Australian citizen | <input type="checkbox"/> Have a Bridging Visa and have applied for a permanent protection visa |
| <input type="checkbox"/> Permanent resident | <input type="checkbox"/> Have applied for permanent residency |
| <input type="checkbox"/> Have a Permanent Protection visa | <input type="checkbox"/> Have a Temporary Protection Visa |
| <input type="checkbox"/> Have a Resolution of Status visa | <input type="checkbox"/> Have been granted an unrestricted right to live and work in Australia through an agreement between Australia and another country |
| | <input type="checkbox"/> Not a permanent resident |

Do you own or part own property? Please tick all options that apply.

- Residential (including a house, flat, unit, townhouse or manufactured home) Yes No
- Caravan, mobile home, live aboard boat, donga or manufactured home connected to normal household utilities Yes No

Your details - Tenant 2

Title

First name

Middle name

Surname

Date of Birth

Male

Female

Centrelink's Customer Reference Number (CRN) or
Department of Veteran Affairs (DVA) Reference Number

What is your preferred contact method?

Phone

Email

Phone numbers
(provide at least one)

Home

Work

Mobile

Email address

Your current
residential Address
(where you live now)

Unit/street number and name

Suburb / locality

State/Territory

Postcode

Postal Address

as above

Unit/street number and name

Suburb / locality

State/Territory

Postcode

If your personal affairs are being
managed by the Public Trustee please
supply their contact details.

Name

Contact number

If you have a Power of Attorney please
supply their contact details.

Name

Contact number

Are you employed by the Queensland Government Department of Housing and Public Works?

Yes No

We are committed to improving housing outcomes for Indigenous people. The following information is collected for reporting and planning purposes.

Please tick which of the following apply.

Aboriginal origin

Another cultural or linguistic
background

Torres Strait Islander origin

None of the above

Alternative contact details

Enter the details of two people who we can contact if we have difficulty contacting you.

Alternative contact 1

Full name
First name Middle name Last name

Relationship
Example: mother, father, sibling, friend, support worker

Phone numbers (provide at least one)
Home Work Mobile

Alternative contact 2

Full name
First name Middle name Last name

Relationship
Example: mother, father, sibling, friend, support worker

Phone numbers (provide at least one)
Home Work Mobile

Your eligibility

What is your weekly income?

\$

What is your income type (e.g. wages, pension, allowance, family payments)

How much cash and savings do you have?

\$



Please attach evidence of your income to this application.

With your consent, the Department of Housing and Public Works can obtain your income and assets details electronically from Centrelink with your consent. To consent to this service, please complete the Income Confirmation Service Consent Form at the end of this application form. One consent form is needed per applicant. If you need additional consent forms, please visit the department's website www.hpw.qld.gov.au or contact your nearest Housing Service Centre. If you require any further information about the Income Confirmation Service, please contact your nearest Housing Service Centre or visit the department's website www.hpw.qld.gov.au.

What is your residency status in Australia? (please tick the option that applies for each person's residency status).



You must provide evidence of your residency status.

Birth Certificate from an Australian State or Territory or Australian Passport or Australian Citizenship certificate or documents from Department of Home Affairs verifying your citizenship status (e.g. letter detailing residency or visa status or Certificate of Resident Status or Certificate of Identity) or permanent residency stamp in applicant's Passport, etc.

- | | |
|---|---|
| <input type="checkbox"/> Australian citizen | <input type="checkbox"/> Have a Bridging Visa and have applied for a permanent protection visa |
| <input type="checkbox"/> Permanent resident | <input type="checkbox"/> Have applied for permanent residency |
| <input type="checkbox"/> Have a Permanent Protection visa | <input type="checkbox"/> Have a Temporary Protection Visa |
| <input type="checkbox"/> Have a Resolution of Status visa | <input type="checkbox"/> Have been granted an unrestricted right to live and work in Australia through an agreement between Australia and another country |
| | <input type="checkbox"/> Not a permanent resident |

Do you own or part own property? Please tick all options that apply.

Residential (including a house, flat, unit, townhouse or manufactured home)

Yes No

Caravan, mobile home, live aboard boat, donga or manufactured home connected to normal household utilities

Yes No

If there are more than two applicants, please also complete the Bond Loan – additional tenant details form and attach this to your application.

Supporting information checklist

Each applicant must provide supporting evidence with the application. The list below advises the type of evidence you will need to attach to your application.

Proof of identity

Provide **one item** each from **both** the primary and secondary list to prove your identity

Primary

- Birth Certificate
- Passport
- Driver's Licence with photograph
- Industry Authority Card
- 18 Plus Card with photograph
- Queensland Weapons Licence with photograph
- Immigration papers or other documents issued by the Australian Government Department of Home Affairs
- Naturalisation or Citizenship Certificate
- Centrelink Income Statement confirming the applicant is receiving one of the following payments – Disability Support Pension, Newstart, Age Pension, Parenting Payment, Youth Allowance, Abstudy, Austudy, Carer Payment or Sickness Benefit.

Secondary

- Recent bank statements, bank book, Credit Union or Building Society statement showing recent transactions;
- Apprenticeship indenture papers
- Student Card with photograph
- Other recognised photographic I.D. (e.g. security identification);
- Original Australian Marriage Certificate or Divorce papers
- Life Insurance policies
- Occupational registration documents
- Australian Taxation Assessment Notice
- Pensioner Health Benefit Card or Pension Card
- Medicare card
- Referrals or reports from incorporated organisations, such as social welfare bodies, trade unions, employers and schools;
- Bank or ATM card containing the applicant's signature

Australian Residency Verification documents

- Australian Birth Certificate
- Australian Citizenship Certificate
- Australian Passport
- Medicare Card (green card only)
- Centrelink Income Statement confirming the applicant is receiving one of the following payments – Disability Support Pension, Newstart, Age Pension, Parenting Payment, Youth Allowance, Abstudy, Austudy, Carer Payment or Sickness Benefit.
- Permanent Residency Visa Stamp in applicant's Passport
- Immigration papers or other documents issued by the Australian Government Department of Home Affairs
- Temporary Protection Visa
- Permanent Protection Visa (Class XA)
- Bridging Visa showing have applied for Permanent Protection Visa or Resolution of Status Visa (subclass 851)
- Resolution of Status Visa (subclass 851)

Income

- Centrelink Income and Asset Statement
- Employers Declaration Form from the department - PH016
- Copies of payslips for the last four weeks (e.g. 4 payslips for applicants who are paid weekly or 2 payslips for applicants who are paid fortnightly)
- A written declaration/statement from your employer of the last four weeks income
- WorkCover payment advice letter or payment slips
- Written statement from a superannuation company
- A letter or advice relating to the payment of an overseas pension
- A letter from the Department of Human Services (Child Support) outlining child support payments
- A letter from an Accountant stating the self employed applicant/s income details
- Last year's Tax Assessment Notice from the Australian Taxation Office for self-employed applicants

Applicants who are **also applying for a Rental Grant** will need to provide evidence with their application:

- Supporting documentation from the approved Centre who provide short term housing e.g. emergency housing or women's shelter confirming applicant was a resident for at least 28 days
- Supporting documentation that proves you were a resident of a hospital or other health facility (including a mental health facility) for at least 28 days
- An Order for Discharge of Prisoner
- A Parole Order
- Other documentation from the correctional centre, which clearly states the required information
- Documentation from Child Safety Services confirming the applicant has exited a child protection service and is moving into private rental accommodation
- Documentation from Child Safety Services confirming a transitional plan is proceeding for the applicant to establish independent living and is moving into private rental accommodation
- Documentation from the Community Rent Scheme provider that shows the date of exit from the Community Rent Scheme.
- Current Protection Order or Interim Protection Order from the Magistrates
- Court Current Domestic Violence Order
- Current Family Court injunction relating to personal protection of the applicant or household member
- Supporting evidence from police or other agencies showing the applicant or household member is currently at risk of violence
- Supporting evidence from a community support agency, crisis accommodation or emergency care agency

Important – applications cannot be processed until the required supporting evidence has been provided.

Privacy Notice

The Department of Housing and Public Works is collecting personal information on this form to provide you with housing assistance. To assist you with your housing needs and services, your personal information may be disclosed to partner agencies, service providers, local governments and non-governmental organisations that may be able to provide you with housing or support services. They may, to assist you with your housing needs and services, pass on the information to other partner agencies, service providers, local governments and non-governmental organisations that may be able to provide you with housing or support services. Limited personal information may be used for housing related research, policy or planning functions. Unless authorised or required by law, your personal information will not otherwise be disclosed to any other third party without your consent. More information about the Department's privacy policy is available on our website at www.hpw.qld.gov.au.

Declaration

By entering my name below, I declare that to the best of my knowledge, the information provided on and in conjunction with this form is true and correct.

I understand that I will commit an offence and be liable to a penalty under the *Housing Act 2003* if I knowingly provide to the Department of Housing and Public Works false or misleading information that may influence decisions about my eligibility for housing services and may make my application invalid.

I have read, understand and agree to the terms of the Personal Information Privacy Notice at the top of this page.

Name of applicant 1	<input type="text"/>	<input type="text"/>	Date	<input type="text" value="/ /"/>
Signed by the applicant/s	<input type="text"/>	<input type="text"/>	Date	<input type="text" value="/ /"/>
Name of applicant 2	<input type="text"/>	<input type="text"/>	Date	<input type="text" value="/ /"/>
Signed by the applicant/s	<input type="text"/>	<input type="text"/>	Date	<input type="text" value="/ /"/>

After submitting your application

A Housing Service Centre officer will contact you to discuss your application. If you choose to send copies of your evidence documents separately, these documents must be sent to the department within **28 days** of receiving your application or your application will be **cancelled**.

INCOME CONFIRMATION SERVICE CONSENT AUTHORITY

One consent form is required per applicant. If you need additional copies please visit the department's website at: www.hpw.qld.gov.au or contact your nearest Housing Service Centre.

APPLICATION OR RENTAL AGREEMENT NUMBER:

The Department of Housing and Public Works determines eligibility for its services using a number of factors including the amount of your household income and assets. Household income is also assessed to calculate the amount of rent the department will charge its tenants.

The Income Confirmation Service allows the department to obtain income and asset details for housing assistance applicants and occupants directly from the Australian Government Department of Human Services. If you are in receipt of a Centrelink income, your consent on this form will allow the Housing Services to obtain your income and assets details directly from Australian Government Department of Human Services and use these to assess your eligibility for housing assistance or to calculate your rent payable.

Income Confirmation Service Consent

I/we the undersigned authorise the Department of Housing and Public Works (Housing and Homelessness Services) to use Centrelink Confirmation eServices to perform a Centrelink enquiry of my customer details and concession card status in order to enable Housing Services to assess my entitlement to services. I authorise the Australian Government Department of Human Services to provide the results of that enquiry to Housing and Homelessness Services.

I understand the Australian Government Department of Human Services will disclose personal information to Housing and Homelessness Services including, where relevant, current and historical details of name, address, concession card status, payment type, payment status, one off payment, income, assets, deductions, shared care arrangements and partner status to confirm my eligibility for services from Housing and Homelessness Services.

I understand that this consent, once signed, remains valid only for the period I am a customer of Housing and Homelessness Services. I understand that this authority, which is ongoing, can be revoked at any time by contacting Housing and Homelessness Services or the Australian Government Department of Human Services

I can get proof of my circumstances/details from the Australian Government Department of Human Services and provide it to Housing and Homelessness Services so that eligibility for services can be determined. If I withdraw my consent or do not alternatively provide proof of my circumstances/details, I may not be eligible for the services provided by Housing and Homelessness Services.

Privacy Notice The Department of Housing and Public Works is collecting personal information on this form to provide you with housing assistance. To assist you with your housing needs and services, your personal information may be disclosed to partner agencies, service providers, local governments and non-governmental organisations that may be able to provide you with housing or support services. They may, to assist you with your housing needs and services, pass on the information to other partner agencies, service providers, local governments and non-governmental organisations that may be able to provide you with housing or support services. Limited personal information may be used for housing related research, policy or planning functions. Unless authorised or required by law, your personal information will not otherwise be disclosed to any other third party without your consent. More information about the Department's privacy policy is available on our website at www.hpw.qld.gov.au.

Surname or Family name	
First name or given names	
Date of Birth	
Centrelink Customer Reference Number (CRN)	
Signature	
Date	

A fact sheet on private housing assistance is available online at www.hpw.qld.gov.au or from your nearest Housing Service Centre. A brochure is also available from Centrelink that provides more details about the Centrelink Confirmation eServices or on Centrelink's website at www.humanservices.gov.au.