

Tenancy Application – Venture Housing Company Ltd

Office Hours: 9am-4pm Mon – Fri
Level 2, 66 Smith Street
Darwin NT 0800

Phone: 08 8981 9804
Email: admin@venturehousing.org.au
Website: www.venturehousing.org.au

Venture Housing Company Ltd is a Not for Profit Housing Company that provides affordable rental housing to eligible Territorians on low to moderate incomes

Property Address: _____

Lease Term Offer: 6 months / 12 months / other: _____

Date viewed ____/____/ 2018 Date you would like to move in? ____/____/ 2018

Rent Per Week \$ _____ Bond \$ _____

THIS APPLICATION WILL NOT BE PROCESSED UNLESS COMPLETED IN FULL

INFORMATION FOR AFFORDABLE HOUSING:

- If you are over the age of 18 and will be residing at the property, but do not wish to be on the lease, you must still fill out the application form to be an approved occupant.
 - Receipt of your application does not constitute any agreement by Venture Housing Company Ltd to provide housing and is not an application for any other Housing Program.
 - Applicants must be able to afford the rent and an initial bond of 4 weeks rent, plus the first two weeks rent or have been approved for NTG bond assistance.
 - Household income will be reviewed annually to ensure tenants still meet the income and assets eligibility criteria.
 - Rent rates are set at a percentage based on income of Market Rent and will be reviewed annually.
 - We will let you know whether your application has been accepted or otherwise as soon as possible.
 - If you cannot complete this application form in full, please discuss with Venture before sumitting.
- To be eligible for NRAS Affordable Housing you must fall within certain income brackets, according to whether or not your household includes a sole parent. The **GROSS** household income brackets are shown below.

Household Composition	Initial household income limit (\$)
One adult	50,489
Two adults	69,804
Three adults	89,119
Four adults	108,434
Sole parent with one child	69,852
Sole parent with two children	86,600
Sole parent with three children	103,348
Couple with one child	86,552
Couple with two children	103,300
Couple with three children	120,048
Additional adult	19,315
Additional child	16,748

Application Check List

ALL DOCUMENTATION NEEDS TO BE SUBMITTED WITH YOUR APPLICATION. Incomplete applications will not be processed.

Each applicant has supplied 100 points of ID. You must include at least **one form of Photo Identification marked with **** *A copy of a birth certificate must be supplied for anyone under the age of 18.*

Applicant				Applicant			
TYPE OF DOCUMENTS	Points	1	2	TYPE OF DOCUMENTS	Points	1	2
**Current Passport*	60			**Drivers Licence	40		
Birth Certificate	40			**Other Photo ID	40		
Proof of age card	30			Foreign Driver Licence	20		
Medicare Card	20			Bank or Credit Card	20		
Electricity Account	10			Telephone Account	10		

* Other document of identity having the same characteristics as a passport including diplomatic documents and some documents issued to refugees

Each applicant must supply and have completed the following documents:

- Proof of residency/citizenship in Australia or current Visa (must show visa type and visa number).
- Most recent 6 weeks' consecutive payslips from all employee's (if applicable).
- Current Centrelink Income Statement (is applicable)
- If using a NTG bond assistance loan, a copy of your approval letter
- The last 6 months of bank statements from **all** bank accounts.
- Most current Tax Assessment Notice (this is received after lodging your tax return)
- If you have a medical condition, a letter from your doctor or specialist giving details
- If you are an expecting mother, estimated due date: _____
- Read, signed and dated the Privacy Act Acknowledgement & statutory declaration form and the Rental Reference Check
- Completed **all** details in full on the application form
- At least one applicant applying, has viewed the property
- Copy of birth certificate for anyone under the age of 18

OFFICE USE ONLY

- All pages complete on the application form Pages to be completed: _____
- Privacy statement signed
- Statutory Declaration completed Witnessed
- Employed within the past twelve (12) months from today's date No
- Employment dates page filled out (4 & 7)
- Number of pay slips submitted: Paid weekly _____ Paid fortnightly: _____ Other: _____
- 6 months of bank/s statements for each applicant
- Australian Tax Assessment submitted
- Centrelink received within the past twelve (12) months from today's date No
- Additional supporting documents

APPLICANT DETAILS – Applicant 1

Name: _____
Mobile: _____
Work Ph: _____
Email: _____
Date of Birth: _____
Country of Birth: _____

Are you an: Australian Citizen/ Permanent Resident/ visa holder. (Documentation must be supplied)

Male / Female / Other _____

Centrelink Reference No. (If Applicable): _____

Are you: Aboriginal/Torres Strait Islander descent/ culturally and linguistically Diverse*/Anglo Australian

List any language/s you speak at home, Other than English: _____

If you are a Refugee, when did you arrive in Australia: _____

Vehicle Details & Number Plate: _____

NEXT OF KIN (not residing with you). Emergency Contact

Name: _____
Home Ph: _____ Work: _____
Mobile _____
Relationship to you: _____

Personal Reference (not related to you)

Name: _____
Home Ph: _____ Work: _____
Mobile _____
Relationship to you: _____

* Generally defined as those people born overseas, in countries other than those classified by the Australian Bureau of Statistics (ABS) as “main English speaking countries”

CURRENT RENTAL REFERENCE

Current Address: _____
Current Rental/Mortgage per week \$ _____
Name of Landlord/Agent: _____
Landlord/Agent Phone: _____
Reason for leaving this address: _____

Length of Residence: _____

PREVIOUS RENTAL REFERENCE

Previous Address: _____
Previous Rental/Mortgage per week \$ _____
Name of Landlord/Agent: _____
Landlord/Agent Phone: _____
Length of Residence: _____

CURRENT EMPLOYMENT* (Please see next page for income assessment)

Full Time / Part Time / Casual / Contract (____ months)
Company Name: _____
Position: _____ Length of Employment: _____
Referee: _____ Referee Position: _____
Contact Number: _____

DO YOU LIVE WITH A DISABILITY – Please tick all that apply

Physical Disability Wheelchair
 Visual Impairment Hearing Impairment
 Mental Health Issues Intellectual Disability
Other: _____ Care provider: _____

Supported Tenancy

Supported tenancies are defined as those where the tenant has a support plan or other special specific assistance to help the tenant / household sustain their tenancy. (i.e. Somerville)

Care provider: _____ Case worker: _____
Contact Number: _____

Tenant Income Assessment Information: Applicant 1

This section must be completed and signed by each person over 18 years and any other household member/s receiving income from any source (one form per person).

In the past 12 months immediately prior to the date of submitting this application:

1. Were you employed at any time? Yes No

If YES, please list details in table below.

Failure to provide dates will result in the income calculations being taken for the whole 12 month period.

You must provide your most recent 6 weeks' consecutive payslips for each job.

COMPANY:	DATE EMPLOYMENT COMMENCED	DATE EMPLOYMENT CEASED

2. Were you self-employed at any time? Yes No

If YES, you must provide your most recent Tax Return and a letter from your accountant stating GROSS income earned.

3. Have you received ANY payments from Centrelink? Yes No

If YES, you must supply you most current Centrelink Income Statement

5. Have you received income from any other source? Yes No

(Interest, rental income, super, child support etc)

If YES, Please list below and provide evidence of GROSS payments

I acknowledge upon signing this document that I have disclosed all income sources for the past 12 months prior to the date of my application being submitted and that all the information is true and correct.

Name: _____

Signature: _____

Date: _____

THE NORTHERN TERRITORY OF AUSTRALIA
STATUTORY DECLARATION

I, _____

Of _____

(Current address)

solemnly and sincerely declare:

1. The Annual gross income of my household is less than
\$_____ (NRAS eligibility limit)
2. There will be _____ adult(s), including myself,
And _____ child/ren occupying the property I have applied for.

This declaration is true and I know it is an offence to make a statutory declaration knowing it is false in a material particular.

(1) Signature of the person making the declaration

Declared at _____ the _____ day of _____ 2018

(1)

.....

(2) Signature of the person before whom the declaration is made

Witnessed by:

(2)

.....

(3)

.....

(4)

.....

(3) Here insert full name of person before whom the declaration is made, legibly written, typed or stamped

(4) Here insert contact address or telephone number of person before whom the declaration is made

NOTE: This declaration may be witnessed by any person who is at least 18 (eighteen) years of age.

NOTE: This written statutory declaration must comply with Part 4 of the *Oaths Affidavits and Declarations Act*.

NOTE: Making a declaration knowing it is false in a material particular is an offence for which you may be fined or imprisoned.

APPLICANT DETAILS – Applicant 2

Name: _____

Mobile: _____

Work Ph: _____

Email: _____

Date of Birth: _____

Country of Birth: _____

Are you an: Australian Citizen/ Permanent Resident/ visa holder. (Documentation must be supplied)

Male / Female / Other _____

Centrelink Reference No. (If Applicable): _____

Are you: Aboriginal/Torres Strait Islander descent/ culturally and linguistically Diverse*/Anglo Australian

List any language/s you speak at home, Other than English: _____

If you are a Refugee, when did you arrive in Australia: _____

Vehicle Details & Number Plate: _____

NEXT OF KIN (not residing with you). Emergency Contact

Name: _____

Home Ph: _____ Work: _____

Mobile _____

Relationship to you: _____

Personal Reference (not related to you)

Name: _____

Home Ph: _____ Work: _____

Mobile _____

Relationship to you: _____

* Generally defined as those people born overseas, in countries other than those classified by the Australian Bureau of Statistics (ABS) as “main English speaking countries”

CURRENT RENTAL REFERENCE

Current Address: _____

Current Rental/Mortgage per week \$ _____

Name of Landlord/Agent: _____

Landlord/Agent Phone: _____

Reason for leaving this address: _____

Length of Residence: _____

PREVIOUS RENTAL REFERENCE

Previous Address: _____

Previous Rental/Mortgage per week \$ _____

Name of Landlord/Agent: _____

Landlord/Agent Phone: _____

Length of Residence: _____

CURRENT EMPLOYMENT* (Please see next page for income assessment)

Full Time / Part Time / Casual / Contract (____ months)

Company Name: _____

Position: _____ Length of Employment: _____

Referee: _____ Referee Position: _____

Contact Number: _____

DO YOU LIVE WITH A DISABILITY – Please tick all that apply

- Physical Disability Wheelchair
 Visual Impairment Hearing Impairment
 Mental Health Issues Intellectual Disability

Other: _____ Care provider: _____

Supported Tenancy

Supported tenancies are defined as those where the tenant has a support plan or other special specific assistance to help the tenant / household sustain their tenancy. (i.e. Somerville)

Care provider: _____ Case worker: _____

Contact Number: _____

Tenant Income Assessment Information: Applicant 2

This section must be completed and signed by each person over 18 years and any other household member/s receiving income from any source (one form per person).

In the past 12 months immediately prior to the date of sumitting this application:

1. Were you employed at any time?

Yes No

If YES, please list details in table below.

Failure to provide dates will result in the income calculations being taken for the whole 12 month period.

You must provide your most recent 6 weeks' consecutive payslips for each job.

COMPANY:	DATE EMPLOYMENT COMMENCED	DATE EMPLOYMENT CEASED

2. Were you self-employed at any time?

Yes No

If YES, you must provide your most recent Tax Return and a letter from your accountant stating GROSS income earned.

3. Have you received ANY payments from Centrelink?

Yes No

If YES, you must supply you most current Centrelink Income Statement

5. Have you received income from any other source?

Yes No

(Interest, rental income, super, child support etc)

If YES, Please list below and provide evidence of GROSS payments

I acknowledge upon signing this document that I have disclosed all income sources for the past 12 months prior to the date of my application being summitted and that all the information is true and correct.

Name: _____

Signature: _____

Date: _____

THE NORTHERN TERRITORY OF AUSTRALIA
STATUTORY DECLARATION

I, _____

Of _____

(Current address)

solemnly and sincerely declare:

1. The Annual gross income of my household is less than
\$_____ (NRAS eligibility limit)

2. There will be _____ adult(s), including myself,
And _____ child/ren occupying the property I have applied for.

This declaration is true and I know it is an offence to make a statutory declaration knowing it is false in a material particular.

(1) Signature of the person making the declaration

Declared at _____ the _____ day of _____ 2018

(1)

.....

(2) Signature of the person before whom the declaration is made

Witnessed by:

(2)

.....

(3)

.....

(4)

.....

(3) Here insert full name of person before whom the declaration is made, legibly written, typed or stamped

(4) Here insert contact address or telephone number of person before whom the declaration is made

NOTE: This declaration may be witnessed by any person who is at least 18 (eighteen) years of age.

NOTE: This written statutory declaration must comply with Part 4 of the *Oaths Affidavits and Declarations Act*.

NOTE: Making a declaration knowing it is false in a material particular is an offence for which you may be fined or imprisoned.

HOUSEHOLD DETAILS:

Household Type:

Single Sole parent with child/ren Couple No Children Couple with Children

Shares (unrelated Adults Living Together)

Other (Please specify): _____

Please advise if anyone in the household is pregnant: _____

Please advise if anyone in the household has applied for Territory Housing: _____

(Please note all occupants over 18 years of age are required to complete a tenancy application form)

Please list all other household member:

(Occupation for children, please state weather Childcare/Primary/Second School/University/Apprentice etc.)

Full Name _____ Date of Birth _____ Occupation: _____ Gender: M / F

Full Name _____ Date of Birth _____ Occupation: _____ Gender: M / F

Full Name _____ Date of Birth _____ Occupation: _____ Gender: M / F

Full Name _____ Date of Birth _____ Occupation: _____ Gender: M / F

BOND DETAILS:

Bond Type:

I/we will be paying the Bond + 2 weeks rent

I/we have applied for NTG bond assistance loan

I/we will be paying through easyBondpay*

*** Please note easyBondpay covers the bond only. The first two weeks rent will need to be paid separately**

ANIMAL REQUEST AND REGISTRATION FORM (If applicable)

I/We request Venture's permission to keep an animal, as detailed below, at the abovementioned premises:

Please note: Venture Housing Company requires a clear, colour photograph of the animal for the tenancy file.

Animal's name:	Breed/Type:
Size:	Weight:
Colour:	Age of Animal:
Sex: Male / Female	Is the animal desexed? Yes / No
Council registration number (if applicable):	Council locality:
Microchip number:	
Description of Animal:	
Photo provided with application? Yes / No	
Is the animal a Registered Assistance Animal: Yes / No	
Has evidence been provided: Yes / No (Copy to be placed on Tenant's File)	

Emergency Animal Carer (In case of emergency)
Name:
Address:
Mobile Number:
Animal Referee (Person who can provide a reference regarding the Pet e.g. Veterinarian):
NB: Not applicable for Registered Assistance Animal
Name:
Telephone Number / Mobile Number:

Tenant Acknowledgement

Venture has rules regarding the keeping of animals with which Tenants must comply in order to retain permission to keep an animal on one of Venture's owned or managed properties. These rules include:

- The permission given only applies to the specified animal/s listed on the application form and Tenant Animal Request and Registration Form.
- No additional animal is permitted to occupy the premises, even temporarily.
- Additional permission must be obtained for the tenant to bring any other animal onto the property.
- Tenants may apply for permission by completing an Animal Request and Registration Form, if approved, must also execute a new separate Pet Clause/Lease Agreement for each animal.
- Tenants must not allow the animal to disturb the peaceful and quiet enjoyment of surrounding neighbours.
- All animals, with the exception of Registered Assistance Animals, approved by Venture, are to be kept externally only and not within the premises, unless specific arrangements have been made in writing with Venture.
- Registered Assistance Animals may be kept inside the dwelling.

ANIMAL REQUEST AND REGISTRATION FORM

- Any damage caused by or resulting from the pet or Registered Assistance Animal, inside or outside the house/unit including to gardens, lawns (e.g. holes dug), reticulation hosing, sprinkler heads, fences, glass windows, doors and screens, timber doors and frames etc. must be rectified immediately and at the tenant's expense.
- Any damage will be recorded by the property manager and must be rectified prior to the final inspection and before reimbursement of the security deposit (bond).
- Throughout the tenancy, the tenant will regularly keep clean all walls, floors, paths and driveways marked or dirtied by the animal, remove all hair residue and faeces and dispose of in the appropriate manner. In the event an inspection reveals that the property is not being kept to an acceptable standard, a formal notice will be issued and must be immediately complied with by the tenant.
- The entire property, inside and out must be professionally treated for tick and flea eradication prior to the final inspection and reimbursement of security deposit (bond), and on Venture's request at any time during the tenancy. The tenant must supply the Property Manager with the invoice, as evidence of the work having been carried out.
- Should the odour of animal urine be evident inside the property after it has been professionally fumigated and deodorised, additional cleaning and treating of the affected areas must be undertaken at the tenant's expense
- The tenant/s accept full responsibility for all and any animals that they have allowed onto the rental property (including the animals of guests), either with or without Venture's permission and they will be solely liable for loss, damage or injuries suffered by another person who may have been attacked by any such an animal
- Should any action be brought against Venture or a managed property's landlord for any claim, action, suit or demand, the tenant/s will indemnify Venture and/or property owner.
- The animal is to be confined to the boundary of the individual unit and not allowed into common areas in a unit complex and not allowed to roam unrestrained in public areas other than Local Council approved areas.
- The tenant undertakes to remove the animal from the premises should it display any signs of aggression or if it is considered by the Property Manager to be a danger/ threat.
- Venture staff are not permitted to take responsibility for the care and well-being of any approved animals.
- Venture will contact the RSPCA if notified of any animal neglect

If approved, permission applies to the specified animal/s listed on the application form and this Animal Request form. Additional permission must be obtained for the tenant to have any other animals reside on the property. Permission will not be withheld for Registered Assistance Animals but this form must, nonetheless, be completed.

If approved I/we acknowledge that I/we understand and agree to abide by and comply with Venture's rules outlined above with respect to keeping an animal on Venture's owned or managed property:

Tenant's Name	Tenant's Signature	Date
1		
2		
3		

Rental Reference Check

In accordance with the Privacy Act - I/We authorise the recipient of this Email to give information to Venture Housing Company Ltd– regarding my/our rental history. I/We understand this information will be used to assess my/our application.

Authorisation by applicants:

Applicant Name (1) _____ Applicant Sign (1) _____

Applicant Name (2) _____ Applicant Sign (2) _____

Real Estate Agent: _____ **Agents Email:** _____

Office use only

We have received an application from:

Property Rented:

Period Rented From: / / To / / (if known)

If you could please complete the following questions and return by Email to us on admin@venturehousing.org.au as soon as possible and please supply Tenant Rental Ledger.

Was the applicant/s listed as a tenant/s and duly signed the tenancy agreement	Yes/No
Did your office terminate the tenancy? If yes, Why?	Yes/No
During the tenancy was the tenant ever in arrears?	Yes/No
Were there any notices for:	
Rent Arrears?	Yes/No
Noise?	Yes/No
Damage?	Yes/No
Other (please specify)	
Were periodic inspections carried out?	Yes/No
Was any damage noted during the inspections?	Yes/No
Were pets kept on the premises without permission?	Yes/No
Did the tenant leave the interior/exterior of the property clean & tidy?	Yes/No
Was the bond refunded in full?	Yes/No
If no, what were deductions for? (please specify)	
Would you rent to this tenant again?	Yes/No

Any additional comments:

Property Manager: _____ Date: _____

Thank you for your Time & Assistance

Venture's Authorised Representative: _____ Date: _____

PRIVACY ACT ACKNOWLEDGEMENT FORM FOR TENANT APPLICANTS & APPROVED OCCUPANTS

This form provides information about how we the below named agent handle your personal information, as required by the Australian Privacy Principles in the Privacy Act 1988, and seeks your consent to disclosures to the TICA Group of companies (TICA) in specified circumstances. **If you do not consent to the disclosure of your personal information to TICA we cannot process your application.**

Agency Name: **VENTURE HOUSING COMPANY LTD**
(Herein referred to as the "Agent")

Address: **LEVEL 2, 66 SMITH STREET, DARWIN NT 0800**

Phone: **(08) 8981 9804**

Email: admin@venturehousing.org.au

As a professional asset manager the Agent collects personal information about you. The information collected can be accessed by you by contacting our office on the above numbers or addresses.

Primary Purpose

Before a tenancy is accepted the Agent collects your personal information for the primary purpose of assessing the risk to our clients in providing you with a property you have requested to rent and if considered acceptable provide you with a tenancy for the property.

In order to assess your application the Agent may disclose your personal information to all or any of the following:

- The Lessor / Owners for approval or rejection of your application
- TICA Default Tenancy Control Pty Ltd and TICA Assist Pty Ltd to record details of your application for tenancy with the Agent and assess the risk to our clients and verify the details provided in your application.
- Referees to validate information supplied in your application
- Other Real Estate Agents or asset managers to assess the risk to our clients

The Agent may also take into account any information that is disclosed to us by TICA relating to attempts by Debt Collection Agencies, Credit Providers and related person to contact or locate you.

Secondary Purpose

The Agent also has a number of secondary purposes for collecting your information. These purposes are related to your tenancy and as such, will only become applicable if your application for this property is successful.

During and after the tenancy the Agent may disclose your personal information to

- Tradespeople to contact you for repairs and maintenance of the property.
- Tribunals or Courts having jurisdiction seeking orders or remedies.
- Debt Collection Agencies, Credit Providers and related persons to permit them to contact or locate you.
- TICA Default Tenancy Control Pty Ltd to record details of your tenancy history.
- Lessors / Owners insurer in the event of an insurance claim.
- Future rental references to other asset managers / owners.

In the event of a successful tenancy application the applicant's personal information may be recorded in the Agent's TICA Virtual Manager System, which will allow the Agent to be advised of any future tenancy applications you make. Information regarding our data deletion practices can be advised should you wish. The TICA Virtual Manager program will monitor your tenancy applications as part of our Risk Management procedures to protect our landlord's exposure. The monitoring of your tenancy applications is not a listing on the TICA Tenancy History database. This information is information that would be available to the Agent on a truthfully completed tenancy application form.

If you fail to provide your personal information and do not consent to the uses set out above the Agent cannot properly assess the risk to our client or carry out our duties as an asset manager. Consequently the Agent cannot provide you with the property you requested to rent.

Signed by the Applicant/s

Name: _____ Signature: _____ Date: _____

Name: _____ Signature: _____ Date: _____



easyBondpay™
makes renting easier for you

 we make
renting easy
for you 

paying your bond by the month is easy

What is easyBondpay?

Moving home is expensive enough without the added financial stress of paying your rental bond upfront. With easyBondpay you can ease the pain of moving home and pay your rental bond over 6 or 12 monthly instalments.


Applying is easy and no credit rating is required. Simply tell your property manager you would like to pay your bond by easyBondpay and they will do the rest.

Paying your rental bond in smaller, monthly instalments lets you save your money for more important things, like enjoying your new home.

6 month lease example repayments:
\$1,500.00 rental bond = 1 payment of \$302.00
and 5 monthly payments of \$267.50*

* Total payable \$1639.50 including interest and charges over 6 month term.

Make bond payments **EASY** with **easyBondpay**.

-  NO SUPPORTING DOCUMENTS REQUIRED
-  INSTANT APPROVAL

How does it work?



Apply for rental and advise your property manager that you wish to pay your bond monthly with easyBondpay.



Your property manager processes your application and receives instant approval.



We pay your full bond the very same business day directly to your property manager.



That's it! We deduct your monthly instalments until the bond has been repaid in full.



6 OR 12 MONTH EASY PAYMENT OPTIONS



NO MINIMUM OR MAXIMUM BOND VALUE



SAME DAY, FULL BOND PAYMENT

EasyBondpay is a product of Principal Finance, an independent finance provider offering a range of leading edge finance products, which also include premium funding and fee funding.

www.easybondpay.com.au or call us on 1300 022 663 (1300 02 BOND)