

Office Hours: Monday to Friday 8.30am to 4.30pm

All communications to: Attention of Property Officer, Ph: 9781 0381 Email: city@busselton.wa.gov.au

APPLICATION FORM

SENIORS COMMUNITY HOUSING – APPLICATION FOR RENTAL ACCOMMODATION

A Joint Venture between City of Busselton and Department of Communities – Housing.

PLEASE COMPLETE ALL SECTIONS AND SIGN DECLARATION BEFORE PRESENTING TO CITY

SECTION A – APPLICANT/S DETAILS

APPLICANT ONE:

Full Name: _____

Date of Birth: _____ Gender: Male ☐ Female ☐ Other ☐

Telephone: _____ Email: _____

Drivers Licence Number: _____ Passport Number: _____

 **(To be viewed by Community Housing Officer on application)**

Are you an Australian Citizen or permanent resident? Yes ☐ No ☐

APPLICANT TWO: (If Applicable) Relationship with Applicant One: _____

Full Name: _____

Date of Birth: _____ Gender: Male ☐ Female ☐ Other ☐

Telephone: _____ Email: _____

Drivers Licence and/or Passport to be presented to City of Busselton officer to sighting

Are you an Australian Citizen or permanent resident? Yes ☐ No ☐

Current Address: _____

Current Landlord/Owner Details: _____

 **(Please include name and contact details, attach any written references)**

Commencement Date of current Lease: ____ / ____ / ____

Is the Lease a Periodic Term or a Fixed Term (please circle) if a Fixed Term what is the Expiry Date: ____ / ____ / ____

Type of Current Accommodation (please tick)

House ☐ Unit ☐ Park Home ☐ Caravan ☐ Guest House ☐

Boarding House ☐ Family/Friends ☐ Other: _____

How much rent/board (please circle) per week do you pay? \$_____ per week (NB: Board includes meals)

Previous Address: _____

Previous Landlord/Owner Details: _____

 **(Please include name and contact details, attach any written references)**

Length of Occupation: ____ / ____ / ____ to ____ / ____ / ____

SECTION B – ASSETS AND INCOME**YES NO**

1. Do you own property or land? ☐ ☐
2. Do you have any interest/share in any other property? ☐ ☐

If yes, provide value and details:

3. Do you have any cash assets? (cash in bank, superannuation, term deposit, etc.) ☐ ☐



If yes, please contact the Property Officer to make view statement/s for past 3 months for ALL accounts.

(i) Bank/Super Fund: _____

Account Holder: _____ Balance \$ _____

(ii) Bank/Super Fund: _____

Account Holder: _____ Balance \$ _____

4. Do you hold shares, bonds or any similarly security? If yes please list and provide current value ☐ ☐

(i) Type: _____

Account Holder _____ Value \$ _____

(ii) Type: _____

Account Holder _____ Value \$ _____

5. FORTNIGHTLY INCOME



(Please provide a copy of your current Centrelink Income Statement)

APPLICANT ONE**APPLICANT TWO**

Age/Disability Pension \$ _____

Age/Disability Pension \$ _____

Wages / Salary \$ _____

Wages / Salary \$ _____

DVA Pension \$ _____

DVA Pension \$ _____

Superannuation \$ _____

Superannuation \$ _____

Bank Interest \$ _____

Bank Interest \$ _____

Investment Income (list) \$ _____

Investment Income (list) \$ _____

Other \$ _____

Other \$ _____

6. Do you own any cars, trailer, caravans or boats? ☐ ☐

If yes, please list

(i) Type _____ Make _____ Rego # _____

(ii) Type _____ Make _____ Rego # _____

SECTION C – DEPARTMENT OF COMMUNITIES – HOUSING

YES NO

1. Are you on the Housing Authority Waitlist? ☐ ☐



(Please provide a supporting letter of approval from Housing Authority)

2. Have you lived in a Housing Authority house or apartment in the past? ☐ ☐
3. Have you ever been offered a house or apartment by the Housing Authority in the past? ☐ ☐
4. Have you ever had your lease terminated due to rent arrears or any other breach? ☐ ☐

If yes any of the above, please provide details: _____

SECTION D – PETS

YES NO

1. Do you own a pet or pets? ☐ ☐
2. Number of pets: _____
- (i) Type of pet: _____ Breed: _____ Registration Number: _____
- (ii) Type of pet: _____ Breed: _____ Registration Number: _____

SECTION E – ACCOMMODATION REQUIREMENTS

APPLICANT ONE

YES NO

APPLICANT TWO

YES NO

1. Are you physically able to maintain independent living?
(No domestic or dining service is provided) ☐ ☐ Are you physically able to maintain independent living?
(No domestic or dining service is provided) ☐ ☐
2. Are you able to negotiate stairs to a level one Unit ? *(Not applicable for couples applications)* ☐ ☐

If No, please specify the reason or provide medical reports:

SECTION F – EXPECTATIONS/BENEFITS

1. The City of Busselton Community Housing units are the subject of Joint Venture Agreement with the Dept of Communities - Housing. They are only suitable for persons that are able to live independently.
2. The units share common facilities, such as parking, gardens and pathways across two separate complexes. Accommodation is in close proximity to other occupants, all of which, are encouraged to create an inclusive, welcoming and hospitable Community.
3. Successful applicants will be required to enter into a Residential Tenancy Agreement which will contain provisions requiring tenants to comply with conditions that may vary from time to time to ensure the preservation of good neighbourly conduct and satisfactory upkeep of the unit.
4. Units are affordable, well maintained and within close proximity to the CBD and services.
5. All Applicants declining an offer of housing may be removed from the City of Busselton Community Housing waitlist at the sole discretion of the City of Busselton.

SECTION G – NEXT OF KIN

NEXT OF KIN FOR APPLICANT ONE:

Name: _____

Address: _____

Contact Number: _____ Relationship to Applicant: _____

NEXT OF KIN FOR APPLICANT TWO:

Name: _____

Address: _____

Contact Number: _____ Relationship to Applicant: _____

SECTION H – ADDITIONAL and SUPPORTING INFORMATION

Please state any other facts or circumstances which may have a bearing on your application.

DECLARATION

I/We declare that all details in this form are true and correct

Please note that making a false statement may be an offence.

APPLICANT ONE

Signature: _____

Date: ____ / ____ / ____

APPLICANT TWO

Signature: _____

Date: ____ / ____ / ____

CHECKLIST – OFFICE USE ONLY - DOCUMENTATION TO BE SIGHTED

All information below to be sighted on application	OFFICE USE ONLY
Licence and/or passport	☐
Bank statement/s	☐
Superannuation Statement/s	☐
Financial Investment Income (i.e. Term Deposits, Business Income)	☐
Centrelink Income Statement	☐

The City of Busselton collects your personal information to assess eligibility for, administer and manage the Seniors Community Housing program. Information may be used and disclosed to the Department of Communities and other persons or organisations where necessary to assess or administer your application, and as authorised by law.

To learn how your personal information is handled, scan the QR code to access the City's [Privacy Statement](#) or contact the Privacy Officer at privacy@busselton.wa.gov.au.

