

ELIGIBILITY CHECKLIST

FOR AFFORDABLE HOUSING TENANCY APPLICATION



Please complete and email the form to apply@echorealty.com.au

For information or assistance, please contact 1800 my echo (1800 69 3246) 9am - 5pm, Monday to Friday.
9-13 Argyle Street, Parramatta NSW 2150

The applicants' income must be equal to or less than the initial income limit when you become a tenant of an Affordable dwelling.

For Adults

Income Eligibility	Gross Initial Income
Single adult	\$ 66,300
Two adults	\$99,500
Additional adult	\$33,200

For Families (adults with children under 18)

Income Eligibility	1 child	2 children	3 children
Sole Parent	\$ 86,200	\$ 106,100	\$ 126,000
Couple	\$ 119,400	\$ 139,300	\$ 159,200

Documents	Main applicant	Household members	
		Over 18	Under 18
Proof of Australian Citizenship and/or Permanent Residency	✓		
One of the following: Birth certificate / Passport / Citizenship	✓	✓	✓
Three (3) forms of identification including photo identification	✓	✓	
Six (6) weeks of current consecutive payslips and/or current Centrelink income statement	✓	✓	
Current bank statement showing last 3 months of transactions	✓	✓	
Most recent tax assessment and/or Centrelink PAYG summary	✓	✓	
Rental ledger for previous 12 months	✓	✓	

Note: If any documents can not be provided, each applicant will be required to provide a statutory declaration outlining the missing documents.

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PROPERTY DETAILS

Address		Lease Term	
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MAIN APPLICANT DETAILS

First Name		Last Name	
Address		Postcode	
Phone		Mobile	
		Work phone	
Email			
Date of Birth		Country of Birth	
Drivers Licence no.		Drivers Licence state	
Passport Number		Passport Country	
Do you need to give notice?	<input type="checkbox"/> Y <input type="checkbox"/> N	Available Move In Date	

SECOND CONTACT DETAILS

First Name		Last Name	
Address		Postcode	
Phone No.		Mobile	
		Work Phone No.	
Email			
Date of Birth		Country of Birth	
Drivers Licence No.		Drivers Licence State	
Passport Number		Passport Country	
Do you require an interpreter?	<input type="checkbox"/> Y <input type="checkbox"/> N	If yes, first language	

ALL HOUSEHOLD MEMBERS

Name	Sex	Date of Birth	Weekly Income	Gross Annual Income

TENANCY DETAILS**CURRENT TENANCY**

Length of time at current address		Rent Per Week	\$
Vacating Reason			
Name of Landlord/Agent		Phone	

EMPLOYMENT DETAILS**CURRENT EMPLOYMENT**

Occupation		Current Employer	
Employer's Address			
Contact Name		Contact No.	
Length of Employment		Gross Annual Income	

SELF EMPLOYMENT DETAILS (IF APPLICABLE)

Company		Business Type	
Business Address			
Position Held		Phone No.	
Accountant Name		Phone No.	
Gross Annual Income			

TERTIARY STUDY (IF APPLICABLE)

Place of Study		Business Type	
Course Length		Enrolment/Study No.	
Campus Contact		Contact No.	

EMERGENCY CONTACT

Last Name		First Name	
Contact No. (Home)		Mobile	

FURTHER INFORMATION

		YES	NO
Have any of your previous tenancies been terminated?		<input type="checkbox"/>	<input type="checkbox"/>
Are you in debt to another leaser or agent?		<input type="checkbox"/>	<input type="checkbox"/>
Is there an existing reason that may affect your rent payment?		<input type="checkbox"/>	<input type="checkbox"/>
<i>If yes, please provide details:</i>			
Do you own any properties or land?		<input type="checkbox"/>	<input type="checkbox"/>
<i>If yes, please provide details:</i>			
Does anyone included in your application have an association with a member of the Board of Directors or staff of Evolve Housing?		<input type="checkbox"/>	<input type="checkbox"/>
<i>If yes, please provide details:</i>			
Have you ever been a tenant of Housing NSW, our company or another community housing association?		<input type="checkbox"/>	<input type="checkbox"/>
<i>If yes, please provide details</i>			

PRIVACY STATEMENT AND CONSENT

ACKNOWLEDGEMENT OF HOLDING DEPOSIT

The applicant and the Landlord/Landlord’s Agent acknowledge and agree:

1. A holding deposit of 1x week rent is required to be paid within 24 hours of the application being approved by the Landlord’s Agent.
2. Should the holding deposit not be paid by the approved applicant within 24 hours, the Landlord’s Agent is entitled to approve another applicant.
3. Until such time as the holding deposit is received, the Landlord’s Agent is entitled to continue advertising of the property.
4. The holding fee is to be paid via EFTPOS, bank cheque or money order.
5. Once the holding deposit is received by the Landlord’s Agent, the advertising of the property will cease and all other applicants will be declined.
6. Should the approved applicant no longer wish to enter into a Residential Tenancy Agreement at any time after paying the holding deposit, the approved applicant will forfeit the full 1x week rent holding deposit to the Landlord’s agent.
7. If a Residential Tenancy Agreement is entered into, the holding deposit will be contributed towards the initial first 2 weeks’ rent in advance.

If applicant is not accepted - all documents will be destroyed.

PRIVACY DISCLOSURE STATEMENT FOR EVOLVE HOUSING

We are a not-for-profit organisation. We are bound by the National Privacy principals. We collect personal information about you in this form to assess your application for a residential tenancy. We may need to collect information about you from your previous landlords or letting agents, your current employer and your referees. Your consent to us collecting this information is set out below. We may disclose your details to service providers relevant to the tenancy relationship including maintenance contractors and the landlord and landlord’s insurers. You have the right to access your personal information we hold about you by contacting your office. If you do not complete this form or do not sign the consent below then your application for a residential tenancy may not be considered by the owner of the relevant property or, if considered, may be rejected.

PRIVACY DISCLOSURE STATEMENT FOR TENANT RELATED DATABASES

We will disclose your tenancy information to any defaulting tenant database used by this agency as part of the normal processing of your tenancy application.

I, the applicant, acknowledge that I have read the Privacy Notice of Evolve Housing. I authorise Evolve Housing to collect information about me from:

1. My previous letting agents and/or landlords
2. My personal referees
3. Any Tenancy Default Database which may contain personal information about me. I also authorise Evolve Housing to disclose details about any defaults by me under the tenancy to which this application relates to any tenancy default database to which it subscribes including Tenancy Information Centre of Australia (TICA), National Tenancy Database (NTD) and/or Trading Reference Australia (TRA).

I declare that all information contained in this application is true and correct and given at my own free will. I declare that I have inspected the premises, I am satisfied with the current condition and cleanliness of the property.

DECLARATION

YES NO

I confirm I have inspected the property I am applying for :

Y N

I confirm I accept the property in the condition as viewed during the inspection :

Y N

Tenant Name

Signature

Date