

RentConnect



Department of
Housing and Public Works

Name: _____ Phone: _____

Address: _____ DOB: _____

_____ CRN: _____

Declaration Form

I am interested in being assessed for assistance under the RentConnect Program, offered through the Department of Housing and Public Works (the Department).

Declarations - you must complete and sign this form.

By signing this form, I understand:

- My personal information will be used by the Department to process my RentConnect Application.
- The Department may need to collect further information from me for the purpose of providing RentConnect and related services.
- I may become ineligible for further housing assistance if changes occur to any of my, or members of my household's circumstances, and /or incomes.
- That the Department may give my personal information to other Queensland government agencies, Commonwealth government agencies, local government as well as non-government entities for the purpose of providing me with advisory services, tenancy or financial assistance.
- That the Department may collect personal information about me from other, Queensland government agencies, Commonwealth government agencies, local government as well as non-government entities for the purpose of providing me with advisory services, tenancy or financial assistance.

Declaration

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 false or misleading information that may influence decisions about my eligibility for housing services and may make my application invalid.

Name of applicant/s Date / /

Signed by the applicant/s Date / /

Full name of witness Position

Signature Date / /

The witness must be either a Justice of the Peace/Commissioner for Declarations or a Solicitor or an officer of the Department of Housing and Public Works or an executive officer of a registered community housing provider.

Personal Information Privacy Notice

The Department of Housing and Public Works is collecting your personal information to provide you with advisory services, tenancy or financial assistance under the RentConnect program. This information is collected under the *Housing Act 2003* and may be provided to Queensland government agencies, Commonwealth government agencies, local government as well as non-government entities directly related to the provision of the RentConnect program. Your personal information will be handled in accordance with the *Information Privacy Act 2009* (Qld).

RentConnect Tenancy Assist Request

<u>Date:</u>	<u>Tenancy Start Date:</u>
<u>Customers Name:</u>	<u>Real Estate Agent/Private Lessor Name:</u>
<u>Customers Address:</u>	<u>Real Estate Agent/Private Lessor Phone:</u>
<u>Customers Phone Number:</u>	<u>Weekly Rent Amount:</u>
<u>Customers Date of Birth:</u>	<u>Weekly Rent Arrears Outstanding:</u>

Reason for Rent Arrears?

Please provide the following information with this form for the application to be reviewed:

- RentConnect Declaration Form
- 2 Forms of Identification – Drivers Licence, Medicare Card, Concession Card with signature.
- Bank Statement for most current 3 months with customers name and address and current balance of account.
- Income Confirmation Service Consent Form
- Employers Declaration Form (Only required if in receipt of Employment Income)
- Rental Ledger from Real Estate/Private Lessor.
- Notice to Leave or Notice to Remedy Breach documents.

Please email the completed documents to HHS-Gladstone-Rent-Connect@hpw.qld.gov.au and the customers will be contacted when the information has been reviewed.



RentConnect

What is RentConnect?

RentConnect helps Queenslanders to find, secure and sustain a home to rent in the private market.

RentConnect helps people who are able to manage a tenancy but who are struggling to access the private rental market due to non-financial barriers, such as:

- limited rental history
- a lack of skills, knowledge or understanding of how the private rental market works
- a lack of documents required for private rental applications.

Specialist RentConnect officers work together with clients to identify what type of assistance they may need. RentConnect officers can:

- advise on how to find a suitable rental home
- show how the rental application process works
- help prepare a rental application and organise paperwork
- provide advice on how to make a good impression when submitting applications
- help access financial assistance offered by the Department of Housing and Public Works, such as a bond loan or rental grant
- link clients to community services and real estate agents
- assist capable tenants to overcome short-term tenancy problems and strengthen their skills to maintain their private rental home.

RentConnect eligibility requirements

To receive one-on-one assistance from a RentConnect officer, a client needs to:

- meet income requirements for social housing eligibility or be leaving social housing
- be facing non-financial barriers to renting in the private market and be able to successfully manage a private rental tenancy.

BUDGET

Clients Name: _____

Fortnightly Income

Centrelink	\$	_____
Wages	\$	_____
Child Support	\$	_____
Total Income	\$	_____

Fortnightly Outgoings

Rent	\$	_____
Food	\$	_____
Power	\$	_____
Telephone Landline	\$	_____
Mobile Phone	\$	_____
Internet	\$	_____
Public Transport	\$	_____
Petrol	\$	_____
Motor Vehicle Expenses (Rego, Tyres, R&M)	\$	_____
Bond Loan/s	\$	_____
Centrelink Loan/s	\$	_____
SPER	\$	_____
Medical Costs	\$	_____
Insurance (Medical, Life, Car Etc)	\$	_____
School Expenses	\$	_____
Childcare	\$	_____
Clothing	\$	_____
Cigarettes	\$	_____
Alcohol	\$	_____
Takeaway Food	\$	_____
Entertainment/Fun	\$	_____
Gym Membership/Training	\$	_____
Sundries	\$	_____
Me Money	\$	_____
Pocket Money	\$	_____
Other	\$	_____
Total Outgoings	\$	_____
Savings	\$	_____



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 Centrelink. 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 Centrelink 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 Centrelink to electronically provide a statement of information to the Department of Housing and Public Works to assist in the assessment of my entitlement to services from Housing Services. I understand that the information provided by Centrelink may include, where relevant, current or historical details of payments received, dependants, Centrelink deductions, income, assets and confirmation of my current address.

I understand that this authority, once signed, is effective only for the period I am a customer of Housing Services. I understand that this authority, which is ongoing, can be revoked at any time by giving notice to Housing Services.

I understand that I will be able to obtain a written copy of the Statements at any time from either Housing Services or Centrelink.

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 is available from your nearest Housing Service Centre and a brochure is available from Centrelink that provides more details about the Centrelink Confirmation eServices or on Centrelink's website at www.humanservices.gov.au.

Please return completed form to your nearest Housing Service Centre.



Employer's declaration form

Section A - tenant/applicant/household member to complete

Rental application/agreement number:

Name:

Address:

Section B - your employer/s to complete this section to supply evidence of your income

Name of employer (or company name/stamp)

Occupation of the person named in section A

Permanent Temporary Casual Fulltime Part-time *School year only

*If school year only, is the employee paid during the school holidays? Yes No

Date employment began: / /

Date ceased (if applicable) / /

Income received - fulltime and permanent part-time employees only

Gross weekly wage/salary * \$

Employee has been receiving this rate of pay since (date): / /

*Total gross weekly wages includes income which is salary sacrificed; paid as a fringe benefit; and, wages paid while the employee is on leave. Please DO NOT include 'other' income types listed below.

Income received - casual / part-time employees only

Total gross casual earnings for last four weeks (or less if employed less than 4wks) \$

Please do not include other income e.g. overtime, bonuses, allowances, etc, (see 'other income' below)

Other income (not included in gross wage above)	Total for last four weeks
Commission/s	\$ <input type="text"/>
Work allowances (DO NOT include allowances that are reimbursements for actual expenses e.g. travel, tools or clothing)	\$ <input type="text"/>
Overtime	\$ <input type="text"/>
Bonuses	\$ <input type="text"/>
Leave loading	\$ <input type="text"/>
Other (please specify)	\$ <input type="text"/>

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Declaration - employer/company representative to sign

Signature:

Print name:

Date: / /

Position:

Phone:

Please return completed form to your nearest Housing Service Centre.



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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.

Surname	
First name/s	
Date of birth	
Centrelink Customer Reference Number (CRN)	
Signature	
Date	

A fact sheet is available from your nearest Housing Service Centre and information is available from the Australian Government Department of Human Services on their website at www.humanservices.gov.au.

Please return completed form to your nearest Housing Service Centre.

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