



ABN: 48 933 624 228
 PO Box 100, MARDEN SA 5070
 Phone: (08) 8332 4899 - Fax: (08) 8332 4900
<http://www.lchsui.on.net> - admin@lchsui.on.net

APPLICATION for RESIDENTIAL TENANCY

At the SYDNEY PLACE APARTMENTS Through the ADELAIDE CITY COUNCIL AFFORDABLE HOUSING PROGRAM

This form is used by prospective Tenants applying for housing through the Adelaide City Council Affordable Housing Program. Eligibility with any or all of the criteria for housing does not automatically entitle the applicant to housing.

Applications must be accompanied by either a Statement of Income from your Employer, three months consecutive Payslips, or last financial year's Taxation Assessment showing taxable income.

In signing this application the prospective Tenant(s) declares that the information herein is true and correct. The Tenant(s) must not give false or misleading information in this application and to do so is an offence pursuant to s 51 of the Residential Tenancies Act of 1995 (as amended from time to time).

Pets are not permitted, and smoking is not permitted in the apartments.

Limited Car Parks are available at \$40 per week

Sydney Place Apartments are two bedroom apartments and both tenants are required to meet the eligibility criteria.

APPLICANT 1

DETAILS

Mr. Ms Miss Mrs

Surname Christian Names

Date of Birth Tax File Number (TFN)

Drivers Licence no. Car Registration & State

Home Phone No Mobile No

Work Phone No Fax No

E-mail address

What is your Current Address?

Suburb State Post Code

APPLICANT 2

DETAILS

Mr. Ms Miss Mrs

Surname Christian Names

Date of Birth Tax File Number (TFN)

Drivers Licence no. Car Registration & State

Home Phone No Mobile No

Work Phone No Fax No

E-mail address

What is your Current Address?

Suburb State Post Code

APPLICANT 1

RENTAL HISTORY

How long have you lived at your current address?
 Years Months

Why are you leaving this address?

Landlord/Agent Name and Address

Landlord / Agent Ph No. Rent per week
 \$

PREVIOUS TENANCY

Address

How long did you live at this address?
 Years Months

Landlord / Agent Name and Address

Landlord / Agent Ph No. Rent per week
 \$

Was Bond Refunded in Full? If Not, Why?

EMPLOYMENT

Occupation

Length of Service Weekly Income (Net)
 \$

Employer Name and Address

Contact Person Ph No

INCOME

Annual Income from Employment Annual Income from other sources
 \$ \$

Source(s) of other Income (Provide proof of Income)

Are you an owner or part owner of Residential Property?
 YES / NO Value \$

APPLICANT 2

RENTAL HISTORY

How long have you lived at your current address?
 Years Months

Why are you leaving this address?

Landlord/Agent Name and Address

Landlord / Agent Ph No. Rent per week
 \$

PREVIOUS TENANCY

Address

How long did you live at this address?
 Years Months

Landlord / Agent Name and Address

Landlord / Agent Ph No. Rent per week
 \$

Was Bond Refunded in Full? If Not, Why?

EMPLOYMENT

Occupation

Length of Service Weekly Income (Net)
 \$

Employer Name and Address

Contact Person Ph No

INCOME

Annual Employment Income Annual Income from other sources
 \$ \$

Source(s) of other Income (Provide proof of Income)

Are you an owner or part owner of Residential Property?
 YES / NO Value \$

APPLICANT 1

CONTACT and CHARACTER REFERENCES

Please provide a contact in case of emergency.

Name

Relationship to you Phone no

Please provide two character references
(not related to you)

Name

Relationship to you Phone no

Name

Relationship to you Phone no

OTHER INFORMATION

As Sydney Apartments are two bedroom, are you willing to share with another person? Do you smoke?

YES / NO YES / NO

Name of other person (if not an applicant on this form)

Surname Christian Names

Do you own a motor vehicle? Type of Vehicle
 YES / NO

Note: Limited Car Parks are available at \$40 per week

Do you require a car park?

YES / NO

Do you have any disabilities?

YES / NO

Please specify.

How did you find out about Sydney Place Apartments?

Eg Newspaper, Radio, Internet, Friend etc

APPLICANT 2

CONTACT and CHARACTER REFERENCES

Please provide a contact in case of emergency.

Name

Relationship to you Phone no

Please provide two character references
(not related to you)

Name

Relationship to you Phone no

Name

Relationship to you Phone no

OTHER INFORMATION

As Sydney Apartments are two bedroom, are you willing to share with another person? Do you smoke?

YES / NO YES / NO

Name of other person (if not an applicant on this form)

Surname Christian Names

Do you own a motor vehicle? Type of Vehicle
 YES / NO

Note: Limited Car Parks are available at \$40 per week

Do you require a car park?

YES / NO

Do you have any disabilities?

YES / NO

Please specify.

How did you find out about Sydney Place Apartments?

Eg Newspaper, Radio, Internet, Friend etc

DECLARATION

I hereby apply to rent the property from the owner under a lease to be prepared by the Landlord's Representative/Agent. I acknowledge that this application is subject to the approval of the Landlord/Landlord's representative/Agent.

I declare that to the best of my knowledge and belief that the information supplied in or attached to this application is true and correct and that all relevant information has been included and given of my own free will.

I declare that I am not bankrupt, and am over the age of eighteen years.

I acknowledge receipt of the LCHSU Inc Privacy Statement and consent to the Landlord/Landlord's Representative/Agent using my personal information to perform it's duties in relation to tenancy functions, maintenance functions, and administration functions.

I authorise the Landlord/Landlord's Representative/Agent to obtain personal information in relation to this application and any of the contents with

- a) My personal referees and employer(s)
- b) The Landlord/Agent of my current or previous residence,
- c) any record, database, listing of defaults by tenants

If I default under a rental agreement the Landlord/Landlord's Representative/Agent may disclose details of any such default to any default tenancy database, and to agent/landlords of properties I apply for in the future.

SIGNATURES

APPLICANT 1	Date	APPLICANT 2	Date
X		X	

LCHSU INC.PRIVACY POLICY STATEMENT

The LCHSU understands the importance of protecting privacy and is committed to complying with the Privacy Act 1988 and the National Privacy Principles. A copy of the Privacy Policy is available on request.

Information held by the LCHSU

Personal information which is held by the LCHSU includes personal and sensitive information about:

- members/tenants of LCHSU and Local Support Groups,
- Tenants, staff, job applicants, volunteers and contractors.

Personal information may be gathered by way of forms, email, telephone, face to face meetings and interviews.

Use of Information

Personal information is collected so that:

- the LCHSU may contact you, interact with you, and provide spiritual guidance and support,
- you may contact appropriate administrative sections within of the LCHSU (Boards and Committees); and
- the LCHSU can effectively and efficiently administer its human resources i.e.;
 - Tenancy Procedures
 - Maintenance Procedures and
 - Administrative Procedures

Security of Information

The LCHSU takes all reasonable steps to ensure that personal information is secure. All computers have password access and personal information is kept in alarmed premises. All tenants, employees and volunteers with access to personal information are trained in the need for and are required to respect the confidentiality of all personal information and the privacy of individuals.

Complaints about a breach of privacy

Complaints about any breach in maintaining the privacy of an individual should be addressed to the Privacy Officer of the LCHSU PO Box 100 Marden 5070

If the tenant / member is dissatisfied with the handling of the complaint by the Privacy Officer or if, due to the sensitive nature of the complaint, it is inappropriate to submit the complaint to the Privacy Officer in the first instance the matter may be referred directly to the Chief Executive Officer and should this also be inappropriate then the matter may be directly referred to the Privacy commissioner.

Requests for access to personal information

The Privacy Act gives you the right to access personal information held about you and you can ask for the information to be corrected if it is inaccurate. More information is set out in the Privacy Policy. Any request for access to personal information should be directed in the first instance to the Privacy Officer of LCHSU.

Standard Collection Notice

1. The LCHSU collects personal information, including sensitive information, about you before and during the course of your membership /tenancy LCHSU.
2. We may include your contact details in membership / tenancy lists or other publications where appropriate. If you do not agree to this you must advise us immediately.
3. Some of the information we may collect is to satisfy specific legislation governing or relating to some practices of the LCHSU and includes information that enables the LCHSU to discharge its duty of care.