

Rentstart Bond Loan Supplement

Use this form if you are applying for assistance to set up a private rental tenancy. You will need to understand the terms

What is a Rentstart Bond Loan?

For more information about Rentstart Bond Loans, go to www.housingpathways.nsw.gov.au and read the Rentstart Bond Loan fact sheet.

Rentstart can help you to set up a private rental tenancy by providing a loan for up to 75 per cent of the bond. It may also offer extra help if you are experiencing severe financial difficulties, housing stress or homelessness.

Note: Rentstart may also help you with rent arrears if you are at risk of homelessness, or with temporary accommodation if you are homeless. If you want to apply for these types of assistance, please contact your local housing office. You do not need to complete this form.

Can I get a Rentstart Bond Loan?

To be eligible for a Rentstart Bond Loan, you will have to meet certain income and other criteria, and be a resident of NSW. For more information about eligibility for Rentstart, go to the Housing Pathways website www.housingpathways.nsw.gov.au or phone 1800 422 322, 24 hours a day, seven days a week.

What is this form for?

Use this form when you want to apply for help setting up a private rental tenancy.

This form is to be filled in by the real estate agent or landlord once you have found a property you want to rent. It is a supplement to the *Application for Housing Assistance*.

Your application will be assessed on the information provided on these forms and at interview, if you have one.

How do I apply for a Rentstart Bond Loan?

You can apply for a Rentstart Bond Loan in two ways:

If you have completed an *Application for Housing Assistance* form, find an affordable property you would like to rent and ask the real estate agent or landlord to complete this form. Make sure you have read the Bond Loan Terms and Conditions.

The second way is to apply for a Rentstart Bond Loan directly. To do this you will need to complete an *Application for Rentstart Bond Loan* form.

You can find both forms at the Housing Pathways website at www.housingpathways.nsw.gov.au.

Make sure the rent for the property you wish to rent is not more than 50% of your household's total gross weekly income. For example, if your household's total gross weekly income is \$500, to be eligible for a Rentstart Bond Loan, the weekly rent must be \$250 or less.

Once the real estate agent or landlord has completed this form, sign the Declaration by Applicant section and fax the completed form to us on **1300 722 404**, scan and email a signed copy to rentstart@facs.nsw.gov.au, or return it in person to your local housing office.

Please note: before we can assess whether you can get Rentstart, you need to provide all the evidence requested (including an up-to-date bank statement and proof of current income).

How is the bond paid?

Approved bond is paid directly to the Rental Bond Board.

What if I am homeless?

If you have nowhere safe to stay tonight contact the Link2home service (freecall) 1800 152 152 for assistance with overnight accommodation or visit a Housing Pathways social housing provider.

It is illegal for anyone working for FACS or a community housing provider to ask for money or favours or other benefits of any kind in exchange for helping you with your housing needs. It is also illegal for you or anyone else to offer money or favours or other benefits of any kind to anyone who works for FACS or a community housing provider for helping you. If you have any information regarding possible corrupt conduct you can report it by calling 1800 422 322.

Rentstart Bond Loan Information

Please make sure you have read Part E of the Rentstart application form which is available from any Department of Family and Community Services (FACS) Housing office, community housing provider participating in Housing Pathways, or from the Housing Pathways website at www.housingpathways.nsw.gov.au.

Please provide all information listed below for yourself and each person in your household 18 years or over.

Your application must include details of all people to be housed, including children. Each household member 18 years or over **MUST** complete an Additional Persons form.

Please refer to the Private Rental: Documents You Need Fact Sheet at www.housingpathways.nsw.gov.au for more Information

- Two forms of identification – please refer to item 1 on the Evidence Requirements Information Sheet for details
- Proof of NSW residence – please refer to item 2 on the Evidence Requirements Information Sheet for details
- Proof of citizenship (if you are an Australian citizen)– please refer to item 4 on the Evidence Requirements Information Sheet for details
- Proof of Australian residency status/visa category – please refer to item 5 on the Evidence Requirements Information Sheet for details
- Proof of income – Please refer to item 8 on the Evidence Requirements Information Sheet for details
- Proof of savings/financial assets – please refer to item 9 on the Evidence Requirements Information Sheet for details
- If you are applying for assistance for more than three weeks bond, you will need to provide supporting documentation (for example: a Notice of Termination from your current agent/landlord, a medical certificate, letter from your support agency) - please refer to the Evidence Requirements Information Sheet for further details

Checklist: Have you completed (and signed, where relevant):

- Part A Application for Rentstart Bond Loan form (if not completed during Application for Housing Assistance)
- Part B Additional Persons form—if there are additional people aged over 18 years to be housed with you (if not completed during Application for Housing Assistance)
- Part C Property Information form or Rentstart Bond Loan Supplement- to be completed by the real estate agent or property owner
- Part D Income from Employment form or 4 payslips - if you are employed
- Part E Bond Loan Agreement - you must read and understand the Terms and Conditions of the Rentstart Bond Loan before you apply
- Other Authority for Bond Loan Deduction - if you are in receipt of any form of Centrelink payments, an Authority must be submitted with your application

FACS will assess your application in two working days (48 hours). If you have not received a response after two working days (48 hours), please call 1800 422 322.

Note: incomplete applications will lead to processing delays.

Rentstart - Property Information Form

Please use BLOCK LETTERS and print in black or blue pen only. Please mark relevant boxes with a . If you need more room to answer any question, please include details on a separate page and attach it to your application.

1. **Name of applicant(s) for the property**
(Please print full name)

Family name	First name
Family name	First name
Family name	First name

2. **Name of the real estate agent/property owner**

3. **Business/contact details**

Agency Name

Contact Name

ABN

Unit/House number

Street/Avenue

Town/Suburb Postcode

Phone Mobile

Email address

Preferred bond option Electronic (RBO) Printed bond form

4. **Address of rental property**

Unit/House number

Street/Avenue

Town/Suburb Postcode

5. **Lease sign date**

6. **Type of accommodation**
(e.g. house, flat, room, etc.)

7. **How many bedrooms does the property have??**

8. **Weekly rent**

9. Total Amount required
 Bond Advance Rent

10. Number of people moving into property

11. Proposed length of lease (in months)

12. Has a holding deposit been paid? Yes how much? No

Agent/owner's declaration

13. Documents I relied on to substantiate the applicant's identity (please select all applicable items)

<input type="checkbox"/> Driver's license	<input type="checkbox"/> Bank statement
<input type="checkbox"/> Medicare card	<input type="checkbox"/> Rent receipts
<input type="checkbox"/> Passport	<input type="checkbox"/> Centrelink Statement
<input type="checkbox"/> Birth certificate	<input type="checkbox"/> Utility account (e.g. gas, electricity, bills, etc.)
<input type="checkbox"/> Health care card	<input type="checkbox"/> References
<input type="checkbox"/> Other Give details	

14. Do you use the Rental Bond Online (RBO) service? Yes No

- a) I declare that all of the information I have provided is true and correct to the best of my knowledge.
- b) I understand that there are penalties under the *Housing Act 2001* for making false statements or representations that assist others to obtain accommodation or other benefits from FACS

Agent/owner's full name

Signature

Date

Income Confirmation Scheme Consent

Please read and sign the consent and the declaration below.

- I authorise FACS Housing to use Centrelink Confirmation eServices to perform an enquiry of my Centrelink Customer details in order to determine if I qualify for a FACS Housing service.
- I authorise Centrelink to provide the results of that enquiry to FACS Housing.
- I understand that Centrelink will disclose my personal information including my name, address, payment type, payment status, income, assets, one-off payments, deductions and shared care arrangements to FACS Housing who will use this information to confirm my eligibility for FACS Housing services.
- I understand that this consent, once signed, remains valid while I am a customer of FACS Housing unless I withdraw it by contacting FACS or Centrelink.
- I understand that if I withdraw my consent or do not alternatively provide proof of my circumstances/details, I may not be eligible for services provided by FACS Housing.

Family name	Given name(s)	Date of birth	Centrelink Reference Number	Signature	Date
		DD/MM/YYYY			DD/MM/YYYY
		DD/MM/YYYY			DD/MM/YYYY
		DD/MM/YYYY			DD/MM/YYYY
		DD/MM/YYYY			DD/MM/YYYY
		DD/MM/YYYY			DD/MM/YYYY

More information about the Centrelink Confirmation eServices is available from Centrelink or on Centrelink's website at www.humanservices.gov.au

Important:

Please ensure that you advise FACS Housing in writing within 28 days of any changes to the occupants of the household, or any changes to the income or assets of any person in the household.

This is required even if you have given Income Confirmation Scheme consent, or told Centrelink.

Consent to FACS Housing

1. Pursuant to Section 71 of the Housing Act 2001 and the Privacy and Personal Information Protection Act 1998, I consent, direct and authorise FACS Housing to disclose personal information regarding myself for the purpose of processing this application. This consent shall include disclosure to the Rental Bond Board and any relevant estate agency.
2. I also authorise FACS Housing to collect personal information regarding myself from any third party for the purpose of processing this application and direct such third party to provide to FACS Housing the information sought. This authority extends to and includes collection of information from third parties arising from claims for bond at conclusion of the lease.

Declaration by applicant

I certify that the information I have given is true and correct.

- a) I understand the instructions given on the form.
- b) I declare all the information I have given is true and correct to the best of my knowledge.
- c) I am aware the maximum penalty under the *Housing Act 2001* for making a false statement or representation is a fine of \$2,200.
- d) I understand FACS may refuse further assistance or prosecute me if I have made any wilfully false statements as a result of which I obtain accommodation or financial benefit of any kind.

I have read the Rentstart Bond Loan Terms and Conditions (Part E) Yes No

I have understood the Rentstart Bond Loan Terms and Conditions (Part E) Yes No

I have decided to seek independent expert advice to have the Terms and Conditions (Part E) explained to me Yes No

Full name (please print)

Signature

Date

Declaration from person assisting or completing this application on behalf of the applicant

Please sign below if you have complied with and you understand the following statements.

- a) I filled in this form on the basis of the information the applicant gave me.
- b) I have read out the form and the answers to the applicant who seemed to understand them.
- c) I understand that penalties including fines, or imprisonment for a period of up to six months, may be imposed by a court if I have made any wilfully false statement as a result of which I obtain accommodation or financial benefit of any kind.
- d) I understand FACS may refuse further assistance or prosecute me if I have made any wilfully false statements as a result

I have read the Rentstart Bond Loan Terms and Conditions to the applicant (Part E) Yes No

The applicant seemed to understand the Rentstart Bond Loan Terms and Conditions (Part E) Yes No

I have assisted the applicant to seek independent expert advice to have the Terms and Conditions (Part E) explained to them Yes No

Full name (please print)

Signature

Date

Office use only - Documentation sighted and certified (Can be completed by a FACS officer or staff from other NSW Government agencies.)

Citizenship Type Number

ID Type Number

Name **Position**

Signature **Agency**

Date

Is this a joint or shared household?

Yes No

Is this client receiving a Private Rental Subsidy?

Yes No