

# Application to purchase public housing premises

## Need help filling out this form?

If you need help with this form, you can ask someone to help you, such as a friend, relative or supporting agency worker. If you want the Department to share information about you and your application with another person or agency, please let a Housing Officer know. You may need to complete an Authorisation to Disclose Personal Information form.

When completing this form, please make sure you:

- Read all of the questions carefully;
- Show your answer with a circle where applicable;
- Attach any supporting documents as required;
- Sign the declaration; and
- Have this application form sighted and signed by a witness.

You can ask a Housing Officer for information about interpreters to help you complete this form.

Kuongea nasi katika lugha nyingine mbali na Kiingereza, pigia simu huduma ya ukalimani kwa 131450  
Para falar conosco em outro idioma além do inglês, chame o serviço de intérprete no 131450.  
Muốn nói chuyện với chúng tôi bằng các ngôn ngữ khác ngoài tiếng Anh, hãy gọi dịch vụ thông dịch qua điện thoại số 131450.  
หากต้องการสนทนากับเราในภาษาอื่นที่ไม่ใช่ภาษาอังกฤษ กรุณาโทรไปที่บริการสามทางโทรศัพท์ หมายเลข 131450  
ທຸກຖິ່ນທາລາຍສໍາຫຼວຍ ເມັດເລກສູ່ຄອບຄົວຂ້າຍຫຼາຍເພື່ອຊື້ເຜາຍຫຼືເຜາຍຫຼືເຜາຍຫຼືເຜາຍຫຼື ສູຍຫາກໍ່ຈະເຈາະເລກບັກກຸ້ຍທາລາຍສູ່ຄອບຄົວ ທາຍເລຍ: 131450 ຯ  
ထွန်ဝိတ်ထွန်ဝိတ် အဝိတ်ဝိတ်ဘာဘာစတားမဟုတ်သော ဘာဘာစတားဖြင့် ပြောလိုပါက တပ်လီဖုန်းဖြင့် ဘာဘာဖြင့် ဝန်ဆောင်မှုကို 131450 တွင် ခေါ်ဆိုပါ။  
Untuk berbicara dengan kami dalam bahasa lain yang bukan bahasa Inggris, hubungi layanan juru bahasa telpon di 131 450.  
لكي تتمكن من التحدث معنا بلغات غير الإنجليزية، اتصل بخدمة الترجمة الهاتفية على الرقم 131450.

## What supporting documents do I need to provide with my application?

You will need to provide photo identification for all applicants on this form and evidence of any funds (such as bank statements showing savings) you will be using towards your maximum purchase price.

## How do I know what my maximum purchase price is?

Your maximum purchase price is based on the amount available through your approved finance, own funds and any grants or gifts available to you. You may need to consider any fees or costs you will need to pay to obtain your finance, such as mortgage insurance, application fee and valuation fee. The Department may need to seek additional verification to confirm your maximum purchase price.

## Will I have to pay any fees to submit my application?

There is no fee to submit your application. A Valuation Contribution fee and an administration fee will be included in the settlement costs if you are successful in your application to purchase the premises.

## What if I want to purchase the premises with someone who is not on the tenancy agreement?

The Department recognises that securing finance can be difficult and in some cases you may need help to increase your maximum purchase price. This help may come from a close relative such as parents, siblings, children or grandparents. To be eligible to purchase public housing, one of the main criteria's is that you must be a current public housing tenant (primary or co-client). The tenant must be a party to any financial application and involved in the purchase application.

If any applicant has previously owned or currently owns a property in Australia or is not going to live in the premises as their main home, this may affect your ability to access any First Homeowner resources from the NT Government.

## What happens when you submit your application?

The Department will look at your application and check it is complete. If your application is completed, we will give you a lodgement receipt with a reference number. This is NOT confirmation that you will be sold the premises.

The Department will then assess your application including whether the premises is for sale. You will receive a letter advising you of the outcome of your application.

Please note that an incomplete application will not be accepted and will be returned to you along with any supporting documents.

## I need further information

Further information about purchasing public housing premises can be found on the Purchasing Public Housing Premises fact sheet (FS53).

Housing application lodgment receipt		
Receipting Housing Officer to complete upon receipt of a <u>COMPLETED</u> application. <b><u>(Incomplete applications MUST NOT be accepted; and returned to the applicant).</u></b>		
Applicant's name		
TRM reference number	TMS Group number	Housing Office date stamp
Housing Officer user ID		
<b>The following documents/information have been provided:</b> <b>(Approval in principle)</b>	<input type="checkbox"/> Photo identification for all applicants on AIP (18 years and over) <input type="checkbox"/> Tenants name on the AIP <input type="checkbox"/> List of improvements (pg 6) of this form (if applicable)	
<b>Sale of public housing premises – processing form (SF100)</b>		<input type="checkbox"/> Completed and attached

Applicant 1 – Personal details			
Title	Mr / Mrs / Ms / Miss / Other	Date of birth	/ /
Full name			
Please provide details of any other names, if applicable. (for example maiden name, skin name, name changed by deed poll)			
Gender	Male / Female / Unspecified	Occupation	
Residential address			
Postal address			
Home phone		Work phone	
Mobile		Other phone	
Email			
Are you of Aboriginal and/or Torres Strait Islander origin?	Aboriginal / Torres Strait Islander Aboriginal and Torres Strait Islander Do not identify as Aboriginal or Torres Strait Islander		
Marital status	Married / De facto / Single / Divorced / Separated / Widowed		
Number of dependents		Age of dependants	

Applicant 2 – Personal details			
Title	Mr / Mrs / Ms / Miss / Other	Date of birth	/ /
Full name			
Please provide details of any other names, if applicable. (for example maiden name, skin name, name changed by deed poll)			
Gender	Male / Female / Unspecified	Occupation	
Residential address			
Postal address			
Home phone		Work phone	

Mobile		Other phone	
Email			
Are you of Aboriginal and/or Torres Strait Islander origin?	Aboriginal / Torres Strait Islander Aboriginal and Torres Strait Islander Do not identify as Aboriginal or Torres Strait Islander		
Marital status	Married / De facto / Single / Divorced / Separated / Widowed		
Number of dependents		Age of dependants	

### Purchasing with a close relative – Relative details

Title	Mr / Mrs / Ms / Miss / Other	Date of birth	/ /
Full name			
Please provide details of any other names, if applicable. (for example maiden name, skin name, name changed by deed poll)			
Relationship to applicant 1		Relationship to applicant 2	
Gender	Male / Female / Unspecified	Occupation	
Residential address			
Postal address			
Home phone		Work phone	
Mobile		Other phone	
Email			
Are you of Aboriginal and/or Torres Strait Islander origin?	Aboriginal / Torres Strait Islander Aboriginal and Torres Strait Islander Do not identify as Aboriginal or Torres Strait Islander		
Marital status	Married / De facto / Single / Divorced / Separated / Widowed		
Number of dependents		Age of dependants	

Will this person be living in the premises you are applying to purchase?	Yes / No
Will this person own more than 50% of the purchase premises?	Yes / No
If no, what percentage of the premises will this person own?	

Property details	
Address of the public housing premises you are applying to purchase	
Length of time at this address	
Will the premises be your primary residential home?	Yes / No
Property ownership details	
Do any applicants currently own premises in Australia?	Yes / No
If yes, please list all addresses below	Who is this premises owned by?
	Applicant 1 Applicant 2 Relative
	Applicant 1 Applicant 2 Relative
	Applicant 1 Applicant 2 Relative
Have any applicants ever owned property in Australia?	Yes / No
If yes, please list address details below	

Property improvement details				
Have you made any improvements to the premises you are applying to purchase?				Yes / No
If yes, please list any improvements you have made below and include relevant documents (if available)				
Improvement description (for example: internal painting)	Year works completed	Approved by the Department?	Was this coded (if applicable)	Cost of works (\$)
		Yes No	Yes No N/A	
		Yes No	Yes No N/A	
		Yes No	Yes No N/A	
		Yes No	Yes No N/A	
Approval for finance				
What is your maximum purchase price for the premises?			\$	
Letter of Approval in Principle from your financial lender attached? (Current public housing tenants (primary or co-client) name must be listed on the Approval in Principle)				Yes / No

## Declaration

### Disclaimer

The Department collects only your personal information, which is necessary to provide housing assistance under the *Housing Act 1982* and its regulations.

If you do not provide the requested information, we may not be able to provide you with assistance. The information collected will not be disclosed to anyone without your consent unless it is required or authorised by law in accordance with the Information Privacy Principles at Schedule 2 of the *Information Act 2002 (NT)*. You have a right to access and correct the information held about you.

If you have any queries or concerns, please contact Freedom of Information, Department of Corporate and Digital Development on (08) 8999 1793, email FOI@nt.gov.au or write to GPO Box 2391, Darwin NT 0801.

### Declaration by applicant/s

Read the following sections carefully before signing

I/We \_\_\_\_\_ (FULL NAME)

\_\_\_\_\_ (FULL NAME)

- Understand that I/we may be prosecuted under the *Housing Act 1982* of the Northern Territory should I/we deliberately make a false or misleading statement in this application. Maximum penalty: 100 penalty units.
- Confirm that I/we wish to apply to purchase the Northern Territory Government's public housing premises as detailed in this application and is intended to be my/our primary place of residence.
- Understand that the Department will complete an assessment of the premises I/we are applying to purchase to decide if the premises will be available for me/us to purchase.
- Acknowledge I/we do not have the right to appeal the Chief Executive Officer (Housing)'s decision to not sell the premises and in no way does this application guarantee me/us the right to purchase a Northern Territory Government owned premises.
- Have had these responsibilities explained to me/us and understand I/we will be required to confirm and update the information contained in this application.

Applicant 1 name			
Applicant 1 signature		Date	/ /
Witness name			
Witness signature		Date	/ /

Applicant 2 name			
Applicant 2 signature		Date	/ /
Witness name			
Witness signature		Date	/ /