

Application for social housing form

What is this form for?

This is an application form for the social housing wait list in the Northern Territory. By completing this application, you consent to the CEO (Housing) sharing your information with a Community Housing Provider for the purpose of providing you accommodation.

Need help filling out this form?

You can ask someone to help you complete this form such as a friend, relative or supporting agency worker. If you need an interpreter, please let your local Housing office know.

You will need to complete the Authorisation to Disclose Personal Information form, on page 8, if you would like us to share information about you and/or your application with another person or support agency.

By completing this application, you consent to the CEO (Housing) sharing your information with a Community Housing Provider for the purpose of providing you accommodation.

You will also need to complete the Income Confirmation Scheme form, on page 10, if you would like us to obtain your Centrelink payment information.

When completing the form, please read all questions carefully and provide all details requested. When you have completed the application form you also need to complete the Checklist, on page 7, this will remind you to obtain the supporting documentation you need when submitting your application. Finally, you will need to sign the declaration and have this application form sighted by a Housing office staff member.

Telephone Interpreter Services

Kuonega 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 กรุณาโทรไปที่บริการล่ามทางโทรศัพท์ หมายเลข 131450
ທຸກຄັ້ງທີ່ທ່ານຕ້ອງການສື່ສານພາສາອື່ນກວ່າພາສາອັງກฤษ ສូຍຫາກໍ່ຈະສອບຖາມທ່ານຢູ່ພາສາອື່ນກວ່າພາສາອັງກฤษ ທ່ານສອບຖາມ 131450 ຯ
ထွက်ခွင့်တို့နှင့် အင်္ဂလိပ်ဘာသာစကားမဟုတ်သော ဘာသာစကားဖြင့် ပြောလိုပါက တယ်လီဖုန်းဖြင့် ဘာသာပြန် 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 is social housing?

Social housing is subsidised accommodation that is managed by government and non-government organisations. Community housing and public housing are both social housing providers.

Social housing providers manage a variety of properties within the Northern Territory and are responsible for the collection of rent and property management, which includes inspections, maintenance, and repairs.

Social housing providers in the Northern Territory calculate weekly rent at 25% of household income. If you submit this form, you are applying for any social housing property that meets your needs.

Am I eligible, and do I need to provide documentation?

Eligibility for social housing is outlined in the fact sheet, Eligibility criteria for social housing. You will need to meet the set eligibility criteria and provide all required documentation. If eligible, you will need to provide:

- Identification documents for all household members and/or Centrelink family statement; and
- Proof of household income, such as wages slips, Centrelink income statements or compensation payouts; and
- Proof of Assets, such as your recent bank statements. We will need all bank accounts held by household members aged 18 years+.

If you authorise us to obtain your Centrelink information directly from Services Australia, please note that we will only receive information regarding your benefit payments. If you receive wages in addition to Centrelink payments, Centrelink cannot share your employer information with us.

What if I want to add more people to my application but there is no space in the form?

If you want to add more people to your application, please ask for an Additional household members form.

What happens once I submit my application?

If you live near a housing office, you will need to submit your application and documents at your local housing office. A staff member will check that your application is complete, and that you have attached all documentation we need to assess your application. Incomplete applications will not be accepted.

If the application is complete, we will assess your eligibility for social housing, priority housing or a transfer. You may be required to provide additional supporting documentation if we cannot complete our assessment.

When will I know the outcome?

We cannot provide a timeframe for processing your application, due to some applications being more complex than others, however you will receive a letter letting you know the outcome of your application. If your application is approved, our systems will reflect the date we received your application, so that you are not disadvantaged by any processing time.

When will I be offered accommodation?

Allocations are dependent on the availability of housing stock, which is linked to the number of people leaving social housing. We also consider your wait time and housing readiness, ability to provide tenancy references and bond. With circumstances differing for each applicant, we can only provide estimated wait times, which you can find by visiting our website, tfhc.nt.gov.au.

How do I apply to be considered a priority applicant or to transfer?

You can apply for priority status or a transfer by completing this form, including Part B (Request Priority housing or a Transfer). You will need to provide supporting documents with your application, including any letters of support from your treating health professional and/or support agency. You will only be approved if you can meet the eligibility criteria. We have a fact sheet called Information for Support agencies, which will assist your supports to write an acceptable support letter for your application.

Disclaimer – you are responsible for your information.

It is your responsibility to keep the CEO (Housing) informed about any changes to your circumstances within 28 days of the change. These changes may affect your application, such as the number of bedrooms required or the area you need housing. Changes in circumstances may include the birth of a child, changes in your contact details, a change in household income and any change to the household members.

Failure to update the CEO (Housing) of any changes to your contact details may result in an extended wait time or the cancellation of your application.

Housing application lodgement receipt			
Applicant's full name			
Staff ID		Date submitted	
TRM reference no		TMS Group #	

Part A – Your application	
Do you require an interpreter?	<input type="checkbox"/> No <input type="checkbox"/> Yes (please specify language)
Type of Application	General <input type="checkbox"/> Priority <input type="checkbox"/> Transfer <input type="checkbox"/> Prison Referral <input type="checkbox"/> <i>Prison release date:</i> / /
Please select the area where you would prefer to be housed:	<input type="checkbox"/> Darwin <input type="checkbox"/> Katherine <input type="checkbox"/> Alice Springs <input type="checkbox"/> Casuarina <input type="checkbox"/> Tennant Creek <input type="checkbox"/> Nhulunbuy <input type="checkbox"/> Palmerston <input type="checkbox"/> Town Camp <input type="checkbox"/> Remote
If a Remote or Town Camp, please specify region/camp:	
Please list the schools/colleges children attend.	
How many household members in total, including yourself?	Adults (aged 18+) 1 <input type="checkbox"/> 2 <input type="checkbox"/> 3 <input type="checkbox"/> 4 <input type="checkbox"/> 5 <input type="checkbox"/> 6 <input type="checkbox"/> Children (aged 0-17) 1 <input type="checkbox"/> 2 <input type="checkbox"/> 3 <input type="checkbox"/> 4 <input type="checkbox"/> 5 <input type="checkbox"/> 6 <input type="checkbox"/>

Part B - Request Priority housing or a Transfer	
<p>Disclaimer - The information collected below is to help us to understand your need for priority housing or a transfer. You will need to fill in Part A to Part E to be considered for priority housing or a transfer. Information on supporting document required can be found within the fact sheet mentioned in the Instructions on page 1 of this form. If you do not provide the required information, the Department of Territory Families, Housing and Communities may not be able to assist you. The information collected will not be disclosed to anyone without your consent, in accordance with the Information Privacy Principles scheduled in the Information Act 2002 (NT).</p>	
Your current living situation	
Why are you seeking Priority status?	<input type="checkbox"/> At risk of homelessness <input type="checkbox"/> Serious social/family reasons <input type="checkbox"/> Domestic or family violence <input type="checkbox"/> Serious medical reasons <input type="checkbox"/> Transition to Independence (<i>exiting care of CEO (Housing)</i>)
Why are you seeking a Transfer?	<input type="checkbox"/> Domestic or family violence <input type="checkbox"/> Serious social/family reasons <input type="checkbox"/> Serious medical reasons
Have you attached supporting documentation outlining the reason for your priority or transfer application?	<input type="checkbox"/> No <input type="checkbox"/> Yes You must submit supporting documents with Priority or Transfer applications.

Part C – Your household details

You must provide all the details requested below for your household.

Applicant 1 and Applicant 2 are signatories on the lease and are responsible for the tenancy, payment of rent and any damages made to the property.

Another household member may be another adult or a child. They are not signatories on the lease.

Personal Information	Applicant 1	Applicant 2
Title (Mr/Mrs/Ms/Miss)		
First name		
Surname		
Other known name		
Relationship to you		
Gender	Male <input type="checkbox"/> Female <input type="checkbox"/> Other <input type="checkbox"/>	Male <input type="checkbox"/> Female <input type="checkbox"/> Other <input type="checkbox"/>
Date of Birth	/ /	/ /
Current Address		
Phone number(s)		
Aboriginal	YES <input type="checkbox"/> NO <input type="checkbox"/>	YES <input type="checkbox"/> NO <input type="checkbox"/>
Torres Strait Islander	YES <input type="checkbox"/> NO <input type="checkbox"/>	YES <input type="checkbox"/> NO <input type="checkbox"/>
Do you have a medical condition?		
Do you have mobility requirements?		
How do you receive your income?	Centrelink <input type="checkbox"/> Wages <input type="checkbox"/> Self employed <input type="checkbox"/> Other <input type="checkbox"/>	Centrelink <input type="checkbox"/> Wages <input type="checkbox"/> Self employed <input type="checkbox"/> Other <input type="checkbox"/>
What Income documents are you attaching?	Centrelink statement <input type="checkbox"/> Payslips <input type="checkbox"/> ATO statement <input type="checkbox"/> Other <input type="checkbox"/>	Centrelink statement <input type="checkbox"/> Payslips <input type="checkbox"/> ATO statement <input type="checkbox"/> Other <input type="checkbox"/>
Other documents.	Identification document <input type="checkbox"/> Support document <input type="checkbox"/>	Identification document <input type="checkbox"/> Support document <input type="checkbox"/>

Part C – continued.

You must provide all the details requested below for your household.

Another household member may be another adult or a child. They are not signatories on the lease.

Personal Information	Another Household Member	Another Household Member
Title (Mr/Mrs/Ms/Miss)		
First name		
Surname		
Other known name		
Relationship to applicant 1		
Gender	Male <input type="checkbox"/> Female <input type="checkbox"/> Other <input type="checkbox"/>	Male <input type="checkbox"/> Female <input type="checkbox"/> Other <input type="checkbox"/>
Date of Birth	/ /	/ /
Current Address		
Phone number(s)		
Aboriginal	YES <input type="checkbox"/> NO <input type="checkbox"/>	YES <input type="checkbox"/> NO <input type="checkbox"/>
Torres Strait Islander	YES <input type="checkbox"/> NO <input type="checkbox"/>	YES <input type="checkbox"/> NO <input type="checkbox"/>
Do they have a medical condition?	YES <input type="checkbox"/> NO <input type="checkbox"/>	YES <input type="checkbox"/> NO <input type="checkbox"/>
Do they have mobility requirements?	YES <input type="checkbox"/> NO <input type="checkbox"/>	YES <input type="checkbox"/> NO <input type="checkbox"/>
How do they receive their income?	No income (<i>under 18 years</i>) <input type="checkbox"/> Centrelink <input type="checkbox"/> Wages <input type="checkbox"/> Self employed <input type="checkbox"/> Other <input type="checkbox"/>	No income (<i>under 18 years</i>) <input type="checkbox"/> Centrelink <input type="checkbox"/> Wages <input type="checkbox"/> Self employed <input type="checkbox"/> Other <input type="checkbox"/>
What Income documents are you attaching?	Centrelink statement <input type="checkbox"/> Payslips <input type="checkbox"/> ATO statement <input type="checkbox"/> Other <input type="checkbox"/>	Centrelink statement <input type="checkbox"/> Payslips <input type="checkbox"/> ATO statement <input type="checkbox"/> Other <input type="checkbox"/>
Other documents they must provide.	Identification document <input type="checkbox"/>	Identification document <input type="checkbox"/>

Part D – Declaration and Signatures

The Department of Territory Families, Housing and Communities only collects personal information which is reasonably necessary, or related to, its functions and activities. If you do not provide the Department with the requested information, we may not be able to provide you with the services or assistance that you are seeking. The information collected will be handled as outlined in our Privacy Policy, which is available on tfhc.nt.gov.au or can be requested by contacting the Department. By providing your personal information in this form, you consent to the collection, use, storage and disclosure of your personal information as described in our Privacy Policy. You have a right to seek access or correction of any information we hold about you. If you have any queries or concerns about how your personal information is collected and used, please contact the Legal and FOI Unit on (08) 8999 2602.

I/We	(Full name/s)
<div style="border: 1px solid black; height: 20px; width: 100%;"></div>	(Full name/s)

- 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.
- Authorise the Department of Territory Families, Housing and Communities staff to confirm any personal and financial background relevant to this application.
- Understand that I/we must advise the Department of Territory Families, Housing and Communities of any changes to my/our circumstances (for example changes in income, contact details, or household size) that may affect this application.
- 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 every six months.

Applicant 1 full name		Date
Signature		/ /
Staff ID		Date
Staff signature		/ /
Applicant 2 full name		Date
Signature		/ /

Front Counter Staff to complete below,

Staff 3 digit ID		Date
Staff signature		/ /

Part E – Your checklist and permissions

Part E must be completed by the applicant before submitting the form at a housing office. It is to ensure the Department has all necessary documents to provide you with an outcome.

If any part of the application form is incomplete or supporting documents are not provided, or insufficient, this application will not be accepted.

It is important that you complete the following checklist to prevent a delay in processing.

You must select YES or NO for all questions below.

When you submit this application, we will check that you have provided the necessary documentation. If the form is not completed correctly, or you are unable to provide all the required documentation, this form will be returned to you.

Your Application	Applicant	Front Counter
Is part A, 'Your application', completed?	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No
Is part B, 'Request priority housing or a transfer', completed? (only compulsory if applying for priority or a transfer)	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No
Is part C, 'Your household details' completed?	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No
Is part D, 'Declaration and signatures' completed?	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No
Your documentation		
Have you attached supporting documents if applying for priority or a transfer?	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No
Have you attached the identification documents for all persons listed on this application?	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No
Have you attached proof of income for persons aged 18+ years old? (e.g., wage slips, Centrelink statement)	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No
Have you attached proof of assets for persons aged 18+ years old? (you must provide bank statements for all bank accounts)	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No
Your Permissions/Authorisation to act on your behalf		
Would you like us to discuss your housing application with your support agency or legal representative?	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No
If yes, you must complete the 'Authorisation to disclose information', page 8. (Please note that an authorisation is only valid for up to 12 months)		
Would you like us to obtain your Centrelink income details for you?	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No
If yes, you must complete the 'Income Confirmation Scheme form' for all Centrelink recipients, page 10.		

3. Specific information to be provided			
Please attach additional pages if more space required			
4. Client authorisation			
I, _____			(Full name)
authorise the release of the information described in section 2 to the person(s) or organisation named on this form. I understand that:			
<ul style="list-style-type: none"> Information will only be disclosed to the advocate or agent I have nominated to act in my interests for the nominated period on the front of this form My personal information will be treated in a confidential manner in accordance with the Information Privacy Principles at schedule two of the <i>Information Act 2002</i> I am able to access and correct any information held about <u>me</u> <p>And</p> <ul style="list-style-type: none"> I can withdraw this consent at any time. 			
Signature		Date	/ /
5. Disclaimer			
<p><i>The Department of Territory Families, Housing and Communities only collects personal information which is reasonably necessary, or related to, its functions and activities. If you do not provide the Department with the requested information, we may not be able to provide you with the services or assistance that you are seeking. The information collected will be handled as outlined in our Privacy Policy, which is available on tfhc.nt.gov.au or can be requested by contacting the Department. By providing your personal information in this form, you consent to the collection, use, <u>storage</u> and disclosure of your personal information as described in our Privacy Policy. You have a right to seek access or correction of any information we hold about you. If you have any queries or concerns about how your personal information is collected and used, please contact the Legal and FOI Unit on (08) 89992602.</i></p>			

6. Office use only	
Information released? <input type="checkbox"/> Yes <input type="checkbox"/> No	Release date / /
Released by (name and position)	
Signature	
Once complete, place this form on the client's group file – For Housing also note on TMS.	

Income confirmation scheme

Use this form to give consent for the CEO (Housing) to obtain your income details direct from Centrelink. Please ensure all fields are completed in full. You must read all information in the Declaration before signing this form.

Client Details			
Title	<input type="checkbox"/> Mr/ <input type="checkbox"/> Mrs/ <input type="checkbox"/> Ms/ <input type="checkbox"/> Miss/ <input type="checkbox"/> Other		
First name			
Last name			
Date of birth		CRN	
Address			
Declaration			
<p>I authorise:</p> <ul style="list-style-type: none"> The CEO (Housing) to use Centrelink Confirmation eServices to perform a Centrelink enquiry of my customer details and concession card status in order to enable the Department to determine if I qualify for a concession, rebate or service. Services Australia (the agency) to provide the results of that enquiry to the CEO (Housing). <p>I understand:</p> <ul style="list-style-type: none"> The agency will disclose personal information to the CEO (Housing) including my name, address, concession card status, payment type, payment status, one off payment, income, assets, deductions, shared care arrangements, partner status, and Youth Allowance Independent Rate to confirm my eligibility for public housing or a rental rebate. This consent, once signed, remains valid while I am a customer of the CEO (Housing), unless I withdraw it by contacting the CEO (Housing) or the agency. I can get proof of my circumstances/details from the agency and provide it to the CEO (Housing) so that my eligibility for public housing or a rental rebate can be determined. If I withdraw my consent or do not alternatively provide proof of my circumstances/details, I may not be eligible for public housing or rental rebate provided by the CEO (Housing). 			
Signature		Date	/ /
Further Information			
<p>The Department of Territory Families, Housing and Communities only collects personal information which is reasonably necessary, or related to, its functions and activities. If you do not provide the Department with the requested information, we may not be able to provide you with the services or assistance that you are seeking. The information collected will be handled as outlined in our Privacy Policy, which is available on tffc.nt.gov.au or can be requested by contacting the Department. By providing your personal information in this form, you consent to the collection, use, storage and disclosure of your personal information as described in our Privacy Policy. You have a right to seek access or correction of any information we hold about you. If you have any queries or concerns about how your personal information is collected and used, please contact the Legal and FOI Unit on (08) 89992602.</p>			
Office Use Only			
Name of staff processing form		Date processed on TMS	
TMS Group number		TRM reference	