



Pacific Community Housing

## Application Form

*Office Use Only*  
*Application Number*

## Affordable Housing Application Form

### What is affordable housing?

Pacific Community Housing is committed to providing excellent services in supplying affordable housing options to people who earn low to moderate incomes. To those who are eligible, we offer financially affordable dwellings at a reduced market rent so those who are in need can afford other basic living costs such as food, clothing, transport, medical care and education.

### How will my application be assessed?

Your application will be assessed on the basis of the information you provide on this form. It is important that you read and answer all the questions carefully and include as much detail as possible.

### Who is eligible to apply?

**When applying for affordable housing provided by Pacific Community Housing you must:**

- establish your identity
- be 18 years of age or older
- be a citizen or have permanent residency in Australia
- be a resident in New South Wales (NSW)
- meet income limits set in the Affordable Housing State Environmental Planning Policy (AHSEPP)
- be able to sustain a successful tenancy without support or with appropriate support in place
- clear any former debts you may have with other social housing providers (if applicable)

## Which property are you applying for?

**Building name:**

---

**Street Address:**

---

**Suburb:**

---

**Have you already viewed the property?** Yes  No

---

## Applicant Details

Title: Mr  Mrs  Ms

First Name/s:

Surname:

Date of Birth:

Address:

Contact Numbers: Home Mobile Work

Email address:

Are you an Australian Citizen or Permanent Resident? Australian Citizen  Permanent Resident

## Household Details

Please list the name of ALL the household members that will be living with you.

Full Name	Date of Birth	Gender	Relationship

Can you speak English? Yes  No

What other languages are spoken in your home?

Do you require an interpreter to assist with your application process? Yes  No

If you require an interpreter what language should they speak?

## Tenancy History

How long have you lived in your current address?

---

How much rent do you currently pay per week?

---

Name of current landlord or agent?

---

Landlord or agent contact number:

---

Please provide details of your last three tenancies:

Address	Suburb	Start Date	End Date

Are you or any member of your family related to an employee of Pacific Community Housing? Yes  No

---

How did you find out about affordable housing options provided by Pacific Community Housing?

Website  Social Media  Brochure  Word of Mouth  FACS

Other (please specify)

## Income and Assets

Are you currently employed? Yes  No

Please provide details of your employment history for the past two years:

Employer	Contact Number	Gross Weekly Income	Length of Employment

Please provide information below on the total gross household income (i.e. before tax).

List all members of your household over the age of 18 who receives income from any source:  
(e.g. full time/part time/casual work, Centrelink income, investments, private pensions)

Name of Household member	Source of Income	Gross Weekly Income

Total Gross Weekly Income: \$

Do you own or part own any property? (i.e. housing or land) Yes  No

Please provide any details:

---

If yes, what is the reason you are unable to live in this property?

---

# Affordable Housing Evidence Checklist

In order for Pacific Community Housing to consider your application for affordable housing you must provide the following evidence to support your application along with this signed completed checklist. Please provide the following documents:

<p><b>Proof of Identity</b> (You must provide <b>TWO</b> from the list below for each person over the age of 18 years listed on your application)</p>	<ul style="list-style-type: none"> <li><input type="checkbox"/> Birth Certificate</li> <li><input type="checkbox"/> Marriage Certificate</li> <li><input type="checkbox"/> Current Passport</li> <li><input type="checkbox"/> Medicare Card</li> <li><input type="checkbox"/> Driver Licence</li> </ul>
<p><b>Proof of Citizenship/Residency</b> (you must provide at least <b>ONE</b> from the list below for each person over the age of 18 years listed on your application). Note: You <b>MUST</b> be an Australian Citizen or Permanent Resident for this program</p>	<ul style="list-style-type: none"> <li><input type="checkbox"/> Birth Certificate</li> <li><input type="checkbox"/> Current Australian Passport</li> <li><input type="checkbox"/> Current Passport from relevant country if not an Australian Citizen but are a Permanent Resident</li> <li><input type="checkbox"/> Australian Citizenship Certificate</li> </ul>
<p><b>Proof of New South Wales (NSW) Residency Status</b> (You must provide at least <b>ONE</b> form the list below for each person over the age of 18 years listed on your application)</p>	<ul style="list-style-type: none"> <li><input type="checkbox"/> Current Drivers Licence</li> <li><input type="checkbox"/> Current Utility Bill (i.e water, electricity, gas)</li> <li><input type="checkbox"/> Current lease agreement</li> </ul>
<p><b>Proof of Income</b> (You must provide <b>ALL</b> from the list below that is relevant for each person over the age of 18 years listed on your application)</p>	<ul style="list-style-type: none"> <li><input type="checkbox"/> 8 weeks of current consecutive payslips</li> <li><input type="checkbox"/> Current Centrelink Income Statement or signed Centrelink Authorisation Form (If applicable)</li> <li><input type="checkbox"/> Income tax return outlining total gross income for the previous 12 months</li> <li><input type="checkbox"/> Profit and Loss statement outlining total gross income for the previous 12 months (If self-employed)</li> </ul>
<p><b>Proof of Current Assets</b> (You must provide <b>ALL</b> from the list below that is relevant for each person over the age of 18 years listed on your application)</p>	<ul style="list-style-type: none"> <li><input type="checkbox"/> Current bank statement (or bank passbook) for all accounts showing transactions for the last 8 weeks</li> <li><input type="checkbox"/> Records of any cash, shares or term deposits</li> <li><input type="checkbox"/> Proof of assets (e.g. share certificates, market valuation of any property owned)</li> </ul>

**Proof of satisfactory tenancy** (You must provide **ALL** from the list below)

Letter or contact number from your current landlord or real estate agent confirming satisfactory tenancy

Rental ledger from current landlord or real estate agent

## Authority to Disclose Personal Information

I am aware that by signing this form I am giving my consent to Pacific Community Housing to share my personal information to external parties including State and Commonwealth funding bodies and private owners for the purpose of assessing my eligibility for affordable housing. I understand that my personal information will be collected, stored, shared and discarded in accordance with the NSW Privacy Act 1998. I am aware that I can remove my consent at any time however, I understand that by doing so it may affect my ongoing housing in the program.

Name:

Date of Birth:

Address:

Signature:

Date:

Please send this form by post or email to Pacific Community Housing  
Level G, 16 Leavesden Place, Sylvania 2224 |  
email [info@pacificcommunityhousing.com.au](mailto:info@pacificcommunityhousing.com.au)