

# NRAS Tenancy Application



## Applicants Names:

.....  
.....  
.....

Home Nos: .....

Work Nos: .....

Mobile/s: .....

Email Address/s: .....

## Dependants Names & Ages:

.....  
.....  
.....  
.....  
.....

Next Of Kin: .....

Home No: ..... Mobile: .....

Emergency Contact: .....

Home No: ..... Mobile: .....

### **INFORMATION THAT IS REQUIRED TO BEGIN YOUR APPLICATION**

Please ensure all documents requested are submitted. Incomplete applications will not be processed.

#### **Pet Policy:**

Pets will be considered on a case by case basis depending on the housing type and the type of pet.

There are **two steps in applying for NRAS housing:**

#### **1. NRAS Eligibility Approval**

An NRAS application form must be completed and the requested information sent to the address on the front of the application. If you are deemed eligible for the NRAS scheme you will be sent an approval letter. You will need to forward to our office a copy of this approval letter, along with the items listed 1 – 9 below for processing.

You may access the registration form on the following website address [www.housing.qld.gov.au/nras](http://www.housing.qld.gov.au/nras) and see if you are eligible for this scheme. The assessment for eligibility is conducted by the State Government Department Of Communities.

#### **2. List of items you are required to post, fax, or email back to this office**

1. 100 Point ID – Birth Certificate, Drivers license, Medicare Card, Concession Card, Passport (Each Adult must supply ID).
2. Proof Of Income – 6 pay slips or letter from employer stating gross income & income statements from Centrelink for past 4 weeks.
3. Written Business Reference (must be on a letter head).
4. Written Character Reference.
5. Written Rental Reference (on a letter head).
6. Rental receipts (6) and **payment ledger or rental reference.**
7. **Proof Of Registration and Approval (from Department of Communities NRAS).**
8. Expression of Interest Form (See attached).
9. Consent Forms (see attached 2) each adult must sign.

#### **POST, FAX OR EMAIL ALL DOCUMENTS TO:**

Horizon Housing Company Ltd  
P.O. Box 3680  
Australia Fair  
Southport Qld 4215  
Fax 07 5571 0732  
[nras@horizonhousing.com.au](mailto:nras@horizonhousing.com.au)

**PLEASE NOTE:** Each adult must sign a consent form and include ID, pay slips and/or Centrelink statements etc.

**Please ensure all items are forwarded together at the same time.**

# NRAS Housing Offer Expression Of Interest



We confirm that you have expressed an interest in renting a property at 20% below market value in the following National Rental Affordability Scheme (NRAS) housing projects:-

NINGI/BELLMERE	<input type="checkbox"/>	SOUTHPORT/LABRADOR	<input type="checkbox"/>
REDBANK PLAINS/BUNDAMBA	<input type="checkbox"/>	HOLMVIEW	<input type="checkbox"/>
COOMERA/PIMPAMA	<input type="checkbox"/>	TOWNSVILLE/KELSO/MT LOUISA	<input type="checkbox"/>
1BRM <input type="checkbox"/>	2BRM <input type="checkbox"/>	3BRM <input type="checkbox"/>	4BRM <input type="checkbox"/>
ADULTS <input type="checkbox"/>	DEPENDENTS <input type="checkbox"/>		

DEPENDENTS & AGES

PETS                      YES                       NO

Please confirm your expression of interest by selecting from the Housing Projects above, completing the contact details below and returning the signed Expression of Interest to us within seven days of receipt.

If you have any further questions, please contact us and we will be happy to answer them.

## I / We confirm my/our Expression of Interest in above NRAS Housing Project

Name/s: .....

Address: .....

Suburb: ..... Post Code .....

Phone: Home: ..... Mobile: .....

Email Address: .....

Signature ..... Date .....

# NRAS

## Previous Agent Request For Information



I/We the applicants, authorise Horizon Housing Co Ltd to conduct a reference check from the previous agent or lessor in order to allow processing of our Tenancy Application Form.

**Name of Applicant/s:** .....

**Address:** .....

**Applicants Signature:** .....

**Previous Agent/Lessor:** .....

The applicant/s listed above has/have applied to lease one of our rental properties and has given your name as a present or former landlord. Could you please complete following questionnaire?

Is/was the above applicant a tenant at the address stated?      **Yes**       **No**

Was the tenancy terminated by your office?      **Yes**       **No**

If yes, reason why: .....

Were any Form 11 - Notice to Remedy Breach issued to the Tenant?      **Yes**       **No**

If yes, reason why: .....

Was Form 12 – Notice to Leave issued?      **Yes**       **No**

If yes, reason why: .....

Were periodic inspections carried out?      **Yes**       **No**

Was the property kept in a neat & tidy condition      **Yes**       **No**

If no, list problems: .....

Was the bond refunded in full?      **Yes**       **No**

If no, reason why: .....

Would you recommend these applicants as good tenants?      **Yes**       **No**

**COULD YOU PLEASE FAX THROUGH A COPY OF THE TENANT'S LEDGER**

**Name:** .....**Signature:**.....**Date:**.....

# NRAS Customer Consent Income confirmation



## CUSTOMER CONSENT

This consent will be used for the sole purpose of authorising Centrelink to provide information to Horizon Housing Company Ltd to assess your eligibility in relation to concessions or services by Horizon Housing Company Ltd

## INCOME CONFIRMATION

I .....

authorise Centrelink to electronically provide a statement of confirmation to Horizon Housing Company Ltd to assist in the assessment of my entitlement to services from Horizon Housing Company Ltd. I understand that the information provided by Centrelink may include, where relevant, current or historical details of payments received, dependents, Centrelink deductions, income, assets and *confirmation* of my current address

I understand that this authority, once signed, is effective only for the period I am a customer of Horizon Housing Company Ltd. I understand that this authority, which is ongoing, can be revoked at any time by giving notice to Horizon Housing Company Ltd

I understand that I will be able to obtain a written copy of the Statements at any time from either Horizon Housing Company Ltd or Centrelink

A brochure is available from Centrelink that provides more details about the Centrelink Confirmation eServices or on Centrelink's website at [www.centrelink.gov.au](http://www.centrelink.gov.au)

Name .....

Centrelink Customer Reference Number .....

Date of Birth .....

**APPLICANTS  
INFORMATION RELEASE FORM**

Name: .....

Date of Birth: .....

Address: .....

.....  
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I understand that while I am on the Register of High Needs it may be necessary for Horizon Housing Company Ltd to contact the Department of Housing regarding my current public rental application and / or history details regarding previous public rental tenancies or bond loans.

I am aware that the information requested by Horizon Housing Company Ltd will be required to assess my eligibility for housing.

I give the Department of Housing permission to release details to Horizon Housing Company Ltd in accordance with the Federal Privacy Act 1988 Privacy Principle Number 11(b).

Name of Applicant: .....

Signature of Applicant: .....

Date: .....