



Application for an Additional Occupant

Part A of the form is to be completed by the **tenant** to apply to **Birribee Housing** for additional people to join their household. If you are applying for more than one person to join your household, only **one Part A** is required to be completed. However, a separate **Application for an Additional Occupant - Part B** must be completed for **each** new additional person requesting to join the household.

Part A and **B** of the form must be lodged together at your local office. Please print in **BLOCK LETTERS** with a black or blue pen. Mark relevant boxes with an **X**. If you need more room to answer any questions, include details on a separate page and attach it to this form. For information or assistance with this form, phone 02 7252 9516

Payment reference number

Part A - Tenant Information

Tenant details

Title
Mr, Mrs, Ms, Miss, Mx

Last name or family name

First and middle name (s)

Unit/House number Street/Avenue

Town/Suburb Postcode

Phone Mobile

Email address

List the name (s) of the additional person (s) you are applying to add to your household

Title (Mr Mrs, Miss, Ms, Mx)	Last name or family name	First and middle name (s)

Birribee Housing Privacy Notice

This privacy notice applies to Birribee Housing which includes the following entities: the Aboriginal Housing Office. Birribee Housing DCJ and its related entities comply with NSW privacy legislation when collecting and managing personal and health information. The information we collect from you or from an authorised third party will be held by Birribee Housing.

Notice and Declarations

Under the *Housing Act 2001* a fine of up to \$2,200 and/or three months imprisonment applies for making a false statement or representation. Anyone who wilfully makes any false statements that result in them obtaining accommodation or other financial benefit of any kind may be refused further assistance by social housing providers or prosecuted.

Notice: Your personal information and any relevant health information provided on this form will be exchanged between social housing providers (public, community and Aboriginal housing) for the purpose of assessing your continuing eligibility for social housing and providing an appropriate service. Birribee Housing may also collect information from your former social housing landlord or their agent (if you have one), including information about any debt.

Tenant's declaration

- I understand and acknowledge the instructions given on this application form.
- I have attached an **Additional Occupant - Part B** form for each new additional person.
- I give my permission for the additional person(s) listed to be housed with me, if Birribee approves the application.
- I understand that this application does not in any way make the additional person(s) eligible for separate accommodation in their own right.
- To the best of my knowledge the information provided in this application (**Parts A and B**) by the tenant and all additional person(s) is true and correct.
- I understand there are penalties for giving false or misleading information.
- I understand that I must notify Birribee within 28 days of any change in my household.

I authorise Birribee to:

- confirm information provided by me with any third party and or any such third party to provide Birribee any relevant documentation or information sought by Birribee when determining or supporting this application.
- use my personal information in order to process this application.

Tenant's name (Please print)

Tenant's signature

Date

Declaration from Person Assisting You

Is there another person helping you to fill out this form?

Yes

No

that person should read and sign the declaration below

- I filled in this form on the basis of the information the tenant gave me.
- I have read out the form and the answers to the tenant who seemed to understand them.
- I understand there are penalties for giving false or misleading information.

Full name (Please print)


Signature

Date

Contact phone number

Part B - Additional Person Information

Part B of this form is to be completed by the person applying to be an additional occupant. A separate **Part B** must be completed for each new additional person. If the person applying to be an additional occupant is under 16 years of age, a parent/guardian/carer must fill in the form on their behalf. Attach each **Part B** with the **Application for an Additional Occupant – Part A** and submit to your local Birribe Housing office.

Additional evidence is needed to complete this application and is listed on this form with a . See the **Evidence Requirements Information Sheet** for more information, or for assistance with completing this form contact your local office. Please mark relevant boxes with an . If you need more room to answer any questions, please include details on a separate page and attach it to this form.

Address of property you are applying to live at	Unit/House number	<input type="text"/>	Street/Avenue	<input type="text"/>
	Town/Suburb	<input type="text"/>	Postcode	<input type="text"/>

Personal details

 **Attach proof of identity**

Title
Mr, Mrs, Ms, Miss, Mx

Last name or family name

First and middle name (s)

 Other name (if applicable)
give details and attach proof of name change

Centrelink Reference Number (CRN)

Date of birth


Relationship to the tenant

Date you moved in, or are moving in


Reason (s) for moving into the property

2. In what country were you born?

3. Are you of Aboriginal or Torres Strait Islander origin?


Yes No
 give details and attach proof of Aboriginality

4. What is your current citizenship?

Australian citizen → go to Q8 Other
 give details and attach proof of citizenship

5. What is your current residency status/visa category?

Permanent resident Sponsored migrant
 New Zealand Special Category Visa Refugee
 Asylum seeker Temporary resident

 Attach proof of residency or visa category

6. What is your visa subclass number?

7. What is your date of arrival in Australia?

8. What is your main language spoken at home?

9. Do you need an interpreter?

Yes


what language

No

General information

10. Do you have a disability, medical condition or permanent injury ?


Yes

 give details and attach proof of disability of medical condition

No

11. Do you receive ongoing support from an organisation, program or a person/ individual?

Yes

 give details and attach contact details and proof of support arrangement

No

12. Do you have any location restrictions about where you can live?


Yes

No

13. If you have a current application for social housing, do you wish to remain on the NSW Housing Register?

Yes

No

 attach a written request (a Housing Statement or a letter) to close your application if you have not already done so

Housing history

14. What is the address of the property you are leaving or have left?



Attach proof of this residency address

15. How long did you live at this address for?

16. Is this property a social housing property?

Yes

No


go to the **Notice and Declaration** section

17. If you are a current tenant of another DCJ property, have you given written notice to relinquish your tenancy?

Yes

Not applicable

No

 attach a written request (a Housing Statement or a letter) requesting to relinquish the tenancy

18a. If you are currently an additional occupant of another Social Housing household, provide details of the tenant's name and address.

18b. Have you asked to have your name removed from this household?

Yes

Not applicable

No



attach a written request (a Housing Statement or a letter) requesting to relinquish the tenancy

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Additional Person's Declaration

- I understand the instructions given on this application form.
- To the best of my knowledge, the information provided in this application form is correct.
- I understand there are penalties for giving false or misleading information.
- I understand that this application does not in any way make me eligible for separate accommodation in my own right.

I authorise the Birribee Housing to:

- confirm information provided by me with any third party and or any such third party to provide Birribee any relevant documentation or information sought by Birribee when determining or supporting this application.
- use my personal information in order to process this application.

If you are the applying to be the additional occupant and are aged 16 years or over, sign here, once you have read and understood the declaration statements.

Full name (Please print)

Signature

Date

Contact phone number

Declaration from Person Assisting You

Is there another person helping you to fill out this form?

Yes

No

that person should read and sign the declaration below

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