




# Application for Bond Loan and Rental Grant Assistance

Bond Loans and Rental Grants are available to eligible people who need to rent a home in the private rental market.

## Bond Loans

Bond loans help eligible people on low incomes who cannot afford to pay the full rental bond to obtain housing in the private rental market. An interest-free loan is available for the rental bond on the property up to a maximum value of four weeks rent for the accommodation. A bond loan must be repaid.

## Rental Grants

Rental grants help people who are leaving a hospital or health facility, correctional facility, other approved centre, child protection service, Community Rent Scheme property in Queensland, who are experiencing domestic, family or sexual violence or who are homeless or at risk of homelessness to move into private rental housing. A rental grant is a once only grant of two weeks rent - it is not the two weeks in advance that your Agent or Lessor asks for when your tenancy starts.

To be eligible for a rental grant, you must be eligible for a bond loan **and** meet one of the rental grant eligibility criteria confirming you are in one of the housing circumstances listed above. For people experiencing domestic, family or sexual violence who have provided information about their circumstances, bond loans and rental grants are automatically approved.

## How to apply for assistance:

You can lodge your completed application and supporting evidence in the following ways:

- **Online** at <https://blarga.hpw.qld.gov.au/>
- **Email** to [bondloan@chde.qld.gov.au](mailto:bondloan@chde.qld.gov.au)
- **By post** to:  
**Bond Loan Statewide Services Team**  
**PO Box 1120**  
**Bundaberg QLD 4670**
- **In person** at your nearest Housing Service Centre, Queensland Government Agent Program (QGAP) office or Courthouse.

You can use the **Housing Assist Qld App** to apply for a bond loan and/ or rental grant, check eligibility, check your balance and find your bond loan repayment barcode. The app can be downloaded from [Apple](#), [Android](#) and Windows stores.

## To complete this application form:

1. Write in block letters (for example: JOHN SMITH)
2. Show your answer with a tick  in the boxes provided)
3. Attach all supporting documentation if required
4. Provide proof of income for each applicant, for example, Centrelink Income Statement or Employers Declaration
5. If there are more than two applicants, complete and sign the Bond Loan – additional tenant details form and attach it to your application.
6. Sign the declaration
7. If posting the application form, photocopy required identification – do not send original forms of identification.

For help with completing this form, please call or visit your nearest Housing Service Centre  
Information about bond loans and rental grants are available at [www.qld.gov.au/bondloan](http://www.qld.gov.au/bondloan)

# 1 Details of property to be rented

Complete this question with help from your lessor/agent, owner/service provider, caretaker or property manager.

## A. Property Details

Unit / room / site number	<input type="text"/>		
Street number and name	<input type="text"/>		
Suburb / locality	<input type="text"/>		
State	<input type="text" value="Queensland"/>	Postcode	<input type="text"/>

## B. Property type

<input type="checkbox"/> House (includes townhouse / semi-detached house)	
<input type="checkbox"/> Unit / flat	
<input type="checkbox"/> Moveable dwelling / site (caravan/site/Manufactured home)	A moveable dwelling is a caravan/site or manufactured home. This type of accommodation can be connected to electricity
<input type="checkbox"/> Moveable dwelling / site with electricity supplied and individually metered (caravan/site/manufactured home)	
<input type="checkbox"/> Boarding house	Boarding house accommodation may include the cost of other services such as power and gas as part of the rent.
<input type="checkbox"/> Aged rental accommodation	Aged rental accommodation is specifically targeted at older people and may include the cost of other services as part of the rent.
<input type="checkbox"/> Supported accommodation	Supported accommodation provides accommodation and support to people with disability
Number of bedrooms in the property	<input type="text"/>

## C. Lease details

Lease start date	<input type="text"/>	Length of lease	<input type="text"/>	Month/s
	DD/MM/YYYY		(for example, 6 months)	
Weekly rent	\$ <input type="text"/>			
Total rental bond	\$ <input type="text"/>	The total rental bond is usually four times the weekly rent. Ask the lessor or agent of the property if you are unsure.		
Have you made a cash contribution to the bond and if so, how much?		<input type="checkbox"/> Yes	<input type="checkbox"/> No	
Total cash contribution	\$ <input type="text"/>			

## D – Lessor/s or agent details

Provide details below for the agent, owner, service provider, caretaker or manager who appears as the Lessor or Lessor's Agent on the tenancy agreement.

Name of lessor or lessor's agent	<input type="text"/>		Agent Code	<input type="text"/>
Phone number	<input type="text"/>	Facsimile number	<input type="text"/>	
Email address	<input type="text"/>			
Postal address Unit/street number and name	<input type="text"/>			
Suburb/locality	<input type="text"/>	State/Territory	<input type="text"/>	Postcode <input type="text"/>

## 2

### Your household

**A - What type of assistance do you want to apply for? (Please tick  applicable boxes).**

Bond Loan

Rental Grant

Bond Loan and Rental Grant

**B - How many tenant/s will be listed on the tenancy agreement? (eg. living in the property)**

Tenants

**Tenants:** Any adult listed as a tenant on the tenancy agreement must be counted here as a tenant

**Residents:** Any adults not listed on the tenancy agreement as legal tenants or dependents of a tenant must not be counted as a tenant.

**C - How many dependent/s of the tenant/s will live in the property?**

Dependent/s of tenant/s

**Dependents of tenants:** Any child (younger than 18 years) or adult that is a legal and financial dependent of a tenant must be counted here as a dependent.

**D - What will the household structure be?**

Single with no dependents

Single with dependents

Other

Couple with no dependents

Couple with dependents

**E – Is any person in your household experiencing domestic, family, or sexual violence?**

Domestic and family violence

Yes

No

To help us understand how to safely support you or your household member, we need information about your circumstances. You can contact your local [Housing Service Centre](#) and talk with staff or you can complete an [Authority to Disclose Form](#) which will allow us to talk with your nominated support person or service.

You can also provide information about your circumstances from one of the following:

- domestic and family violence or sexual violence support service, hospital, community support agency, support person, housing or community workers, Child Safety about safety concerns, Queensland Police, lawyer, community legal service, Public Prosecutor; or
- provide a copy of a Domestic Violence Order, Protection Order, Family Court Order or a Peace and Good Behaviour Order.

Sexual violence

Yes

No

## 3

### Rental Grant assistance

Please attach evidence to support your eligibility for a rental grant

Complete this section if you are applying for a rental grant. **If not, please go to the next question.**

To be eligible for a rental grant you must be eligible for a bond loan and **also meet one of the rental grant eligibility criteria** below. For people experiencing domestic, family or sexual violence who have provided information about their circumstances, bond loans and rental grants are automatically approved.

**Please select the option that describes your current circumstances:**

<input type="checkbox"/>	You stayed in a homelessness service (women's refuge, shelter, crisis accommodation) for at least 28 days. You must be applying within 3 months of leaving that accommodation.
<input type="checkbox"/>	You have served at least 28 days in a correctional facility. You must be applying within 3 months of leaving that facility.
<input type="checkbox"/>	You were a resident of a hospital or other health facility, including a mental health facility, for at least 28 days. You must be applying within 3 months of leaving that facility.
<input type="checkbox"/>	You are leaving a child protection service and moving into private rental accommodation. You must be applying within 3 months of leaving the child protection service.
<input type="checkbox"/>	You are moving from a Community Rent Scheme property in Queensland into private rental accommodation. You must be applying within 14 days of moving from the Community Rent Scheme property.
<input type="checkbox"/>	You or a person in your household are experiencing domestic and family violence
<input type="checkbox"/>	You or a person in your household is experiencing sexual violence
<input type="checkbox"/>	You are homeless or at risk of becoming homeless
<input type="checkbox"/>	None of the above

**4****Your details - Tenant 1**

**Title**

**First name**

**Middle name**

**Surname**

**Date of Birth**  Male  Female  Indeterminate/intersex/unspecified

**Centrelink's Customer Reference Number (CRN) or Department of Veteran Affairs (DVA) Reference Number**

**What is your preferred contact method?**  **Phone**  **Email**

**Phone numbers**  
*(provide at least one)*

Home  Work  Mobile

**Email address**

**Your current residential Address**  
*(where you live now)*

Unit/street number and name

Suburb / locality

State/Territory  Postcode

**Postal Address**  as above

Unit/street number and name

Suburb / locality

State/Territory  Postcode

**If your personal affairs are managed by the Public Trustee please supply their contact details.**

Name  Contact number

**If you have a current Power of Attorney please supply their contact details.**

Name  Contact number

**Are you employed by the Queensland Government Department of Housing?** Yes  No

**We are committed to improving housing outcomes for Aboriginal and Torres Strait Islander peoples. The following information is collected for reporting and planning purposes.**

Please tick  which of the following apply.

Aboriginal  Another cultural or linguistic background

Torres Strait Islander  None of the above

South Sea Islander

## Alternative contact details

Enter the details of two people who we can contact if we have difficulty contacting you.

### Alternative contact 1

Full name

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First name

Middle name

Last name

Relationship

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Example: mother, father, sibling, friend, support worker

Phone numbers

(provide at least one)

--	--	--

Home

Work

Mobile

### Alternative contact 2

Full name

--	--	--

First name

Middle name

Last name

Relationship

--

Example: mother, father, sibling, friend, support worker

Phone numbers

(provide at least one)

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Home

Work

Mobile

## Your eligibility

What is your weekly income?

\$

What is your income type (e.g. wages, pension, allowance, family payments)

How much cash and savings do you have?

\$



Please attach evidence of your income to this application.

With your consent, the Department of Housing can obtain your income and assets details electronically from Centrelink. To consent to this service, please complete the Income Confirmation Service Consent form at the end of this application. One consent form is needed per applicant. For additional consent forms or information about the Income Confirmation Service, visit [www.qld.gov.au/housing](http://www.qld.gov.au/housing) or call or visit your nearest Housing Service Centre.

What is your residency status in Australia? (please tick  the option that applies).



You must provide evidence of your residency status.

Birth Certificate from an Australian State or Territory or Australian Passport or Australian Citizenship certificate or documents from Department of Home Affairs verifying your citizenship status (e.g. letter detailing residency or visa status or Certificate of Resident Status or Certificate of Identity) or permanent residency stamp in your Passport.

- |   |   |
|---|---|
| <input type="checkbox"/> Australian citizen               | <input type="checkbox"/> Have a Bridging Visa and have applied for a permanent protection visa  |
| <input type="checkbox"/> Permanent resident               | <input type="checkbox"/> Have applied for permanent residency   |
| <input type="checkbox"/> Have a Permanent Protection visa | <input type="checkbox"/> Have a Temporary Protection Visa   |
| <input type="checkbox"/> Have a Resolution of Status visa | <input type="checkbox"/> Have been granted an unrestricted right to live and work in Australia through an agreement between Australia and another country |
|   | <input type="checkbox"/> Not a permanent resident   |

Do you own or part own property? Please tick  all options that apply.

Residential (including a house, flat, unit, townhouse or manufactured home)

Yes  No

Caravan, mobile home, live aboard boat, donga or manufactured home connected to normal household utilities

Yes  No

## Your details - Tenant 2

Title

First name

Middle name

Surname

Date of Birth

Male

Female

Indeterminate/intersex/unspecified

Centrelink's Customer Reference Number (CRN) or  
Department of Veteran Affairs (DVA) Reference Number

What is your preferred contact method?

Phone

Email

Phone numbers  
*(provide at least one)*

Home

Work

Mobile

Email address

Your current  
residential Address  
*(where you live now)*

Unit/street number and name

Suburb / locality

State/Territory

as above

Postcode

Postal Address

Unit/street number and name

Suburb / locality

State/Territory

as above

Postcode

If your personal affairs are managed by  
the Public Trustee please supply their  
contact details.

Name

Contact number

If you have a current Power of Attorney  
please supply their contact details.

Name

Contact number

Are you employed by the Queensland Government Department of Housing?

Yes  No

We are committed to improving housing outcomes for Aboriginal and Torres Strait Islander peoples. The following information is collected for reporting and planning purposes.

Please tick  which of the following apply.

Aboriginal

Another cultural or linguistic  
background

Torres Strait Islander

None of the above

South Sea Islander

## Alternative contact details

Enter the details of two people who we can contact if we have difficulty contacting you.

### Alternative contact 1

Full name

First name

Middle name

Last name

Relationship

Example: mother, father, sibling, friend, support worker

Phone numbers

(provide at least one)

Home

Work

Mobile

### Alternative contact 2

Full name

First name

Middle name

Last name

Relationship

Example: mother, father, sibling, friend, support worker

Phone numbers

(provide at least one)

Home

Work

Mobile

## Your eligibility

What is your weekly income?

\$

What is your income type (e.g. wages, pension, allowance, family payments)

How much cash and savings do you have?

\$



Please attach evidence of your income to this application.

With your consent, the Department of Housing can obtain your income and assets details electronically from Centrelink. To consent to this service, please complete the Income Confirmation Service Consent Form at the end of this application. One consent form is needed per applicant. If you need additional consent forms or information about the Income Confirmation Scheme, please visit [www.qld.gov.au/housing](http://www.qld.gov.au/housing) or call or visit your nearest Housing Service Centre.

What is your residency status in Australia? (please tick  the option that applies).



You must provide evidence of your residency status.

Birth Certificate from an Australian State or Territory or Australian Passport or Australian Citizenship certificate or documents from Department of Home Affairs verifying your citizenship status (e.g. letter detailing residency or visa status or Certificate of Resident Status or Certificate of Identity) or permanent residency stamp in your Passport.

Australian citizen

Have a Bridging Visa and have applied for a permanent protection visa

Permanent resident

Have applied for permanent residency

Have a Permanent Protection visa

Have a Temporary Protection Visa

Have a Resolution of Status visa

Have been granted an unrestricted right to live and work in Australia through an agreement between Australia and another country

Not a permanent resident

Do you own or part own property? Please tick  all options that apply.

Residential (including a house, flat, unit, townhouse or manufactured home)

Yes

No

Caravan, mobile home, live aboard boat, donga or manufactured home connected to normal household utilities

Yes

No

If there are more than two (2) applicants, please also complete the Bond Loan – additional tenant details form and attach this to your application.

## Supporting information checklist

**Each applicant must provide supporting evidence with their application. The list below advises the types of required evidence.**

### Proof of identity

Provide **one item** each from **both** the primary and secondary list to prove your identity.

#### Primary

- Birth Certificate
- Passport
- Driver's Licence with photograph
- Industry Authority Card
- 18 Plus Card with photograph
- Queensland Weapons Licence with photograph
- Immigration papers or other documents issued by the Australian Government Department of Home Affairs
- Naturalisation or Citizenship Certificate
- Centrelink Income Statement confirming the applicant is receiving one of the following payments – Disability Support Pension, Newstart, Age Pension, Parenting Payment, Youth Allowance, Abstudy, Austudy, Carer Payment or Sickness Benefit.

#### Secondary

- Recent bank statements, bank book, Credit Union or Building Society statement showing recent transactions;
- Apprenticeship indenture papers
- Student Card with photograph
- Other recognised photographic I.D. (for example security identification);
- Original Australian Marriage Certificate or Divorce papers
- Life Insurance policies
- Occupational registration documents
- Notice of Assessment from the Australian Taxation Office
- Pensioner Health Benefit card or Pension card
- Medicare card (Green, Yellow or Blue)
- Referrals or reports from incorporated organisations, such as social welfare bodies, trade unions, employers and schools
- Bank or ATM card containing the applicant's signature

#### Australian residency verification documents

- Australian Birth Certificate
- Australian Citizenship Certificate
- Australian Passport
- Medicare Card (green card only)
- Centrelink Income Statement confirming the applicant is receiving one of the following payments – Disability Support Pension, Jobseeker, Age Pension, Parenting Payment, Youth Allowance, Abstudy, Austudy, Carer Payment or Sickness Benefit.
- Permanent Residency Visa Stamp in applicant's Passport
- Immigration papers or other documents issued by the Australian Government Department of Home Affairs
- Temporary Protection Visa
- Permanent Protection Visa (Class XA)
- Bridging Visa showing have applied for Permanent Protection Visa or Resolution of Status Visa (subclass 851)
- Resolution of Status Visa (subclass 851)



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## Income

- Centrelink Income and Asset Statement
- Employers Declaration from the department - PH016
- Payslips for the last four weeks
- A written declaration/statement from your employer for your last four weeks income
- WorkCover payment advice letter or payment slips
- Written statement from a superannuation company
- A letter or advice about the payment of an overseas pension
- A letter from Services Australia (Child Support) outlining child support payments
- For applicants who are self-employed, either a letter from an Accountant stating the self-employed applicant's income details or last year's Notice of Assessment from the Australian Taxation Office

### **Applicants who are applying for a Rental Grant need to provide one of the following types of information with their application:**

- Supporting documentation from the approved homelessness service which provides short term housing e.g. emergency housing or women's refuge confirming you were a resident for at least 28 days
- Supporting documents that prove you were a resident of a hospital or other health facility (including a mental health facility) for at least 28 days
- An Order for Discharge of Prisoner
- A Parole Order
- Other documents from a correctional centre
- Documents from Child Safety confirming the applicant has left or is leaving a child protection service and moving into private rental accommodation
- Documents from a Community Rent Scheme provider that shows the date of exit from the Community Rent Scheme.
- For people experiencing domestic, family or sexual violence, information from domestic and family violence or sexual violence support service, hospital, community support agency, support person, housing or community workers, Child Safety about safety concerns, Queensland Police, lawyer, community legal service, Public Prosecutor; or provide a copy of a Domestic Violence Order, Protection Order, Family Court Order or a Peace and Good Behaviour Order.

If you don't have supporting information, call or visit your local (Housing Service Centre) and talk to staff about your circumstances

**Important – your application can't be processed until we have all your required evidence.**

## 5 Privacy Information and Declaration

### Declaration

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#### Privacy Notice

The Department of Housing is collecting your personal information so we may provide you with housing assistance. To assist you with your housing needs and services, your personal information may be disclosed to partner agencies, service providers, local governments and non-governmental agencies that now, or will provide you with housing and/or support services. Unless authorised or required by law, your personal information will not be disclosed to any other third party without your consent. More information about the Department's privacy obligations is available on our website at [www.housing.qld.gov.au](http://www.housing.qld.gov.au).

By entering my name below, I declare that to the best of my knowledge, the information provided on and in conjunction with this form is true and correct.

I understand that I will commit an offence and be liable to a penalty under the *Housing Act 2003* if I knowingly provide to the Department of Housing false or misleading information that may influence decisions about my eligibility for housing services and may make my application invalid.

I have read, understand and agree to the terms of the Privacy Notice.

Name of applicant 1

Date

Signed by the applicant/s

Date

Name of applicant 2

Date

Signed by the applicant/s

Date

### After submitting your application

We will contact you to discuss your application. If you choose to send copies of your evidence documents separately, these documents must be sent to the department within **28 days** of receiving your application or your application will be **cancelled**.

# INCOME CONFIRMATION SERVICE CONSENT AUTHORITY

The Department of Housing (the department) determines eligibility for its services using a number of factors including the amount of your household income and assets.

The Income Confirmation Service allows the department to obtain income and asset details for housing assistance applicants and occupants directly from Services Australia (the agency). If you receive a Centrelink payment, your consent on this form will allow the department to obtain your income and assets details directly from Services Australia and use these to assess your eligibility for housing assistance.

## Income Confirmation Service Consent

**I/we the undersigned** authorise the Department of 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 assess my entitlement to services. I authorise Services Australia to provide the results of that enquiry to the department.

I understand Services Australia will disclose personal information to the department including, where relevant, current and historical details of name, address, concession card status, payment type, payment status, one off payment, income, assets, deductions, shared care arrangements and partner status to confirm my eligibility for services from the department.

I understand that this consent, once signed, remains valid only for the period I am a customer of the department. I understand that this authority, which is ongoing, can be revoked at any time by contacting the department or Services Australia.

I can get proof of my circumstances/details from Services Australia and provide it to the department so that eligibility for services can be determined. If I withdraw my consent or do not alternatively provide proof of my circumstances/details, I may not be eligible for the services provided by the department.

<b>Surname</b>	
<b>First name</b>	
<b>Date of Birth</b>	
<b>Centrelink Customer Reference Number (CRN)</b>	
<b>Signature</b>	
<b>Date</b>	

Information about the Income Confirmation Service is available from your nearest Housing Service Centre or from Services Australia on their website at [www.servicesaustralia.gov.au](http://www.servicesaustralia.gov.au).

***Please return your completed application to your nearest Housing Service Centre by email, post or in person.***