

COMMON GROUND QUEENSLAND APPLICATION FORM

Brisbane Common Ground - 15 Hope St, South Brisbane

How do I become a Tenant of Brisbane Common Ground?

1. Complete a Common Ground Queensland Application form
2. Attach evidence documentation required (see checklist at the end of this form)
3. Send to Common Ground Queensland
4. Common Ground Queensland will assess your application and forward your application to the Department of Housing and Public Works to be assessed for eligibility. If deemed eligible by Department of Housing and Public Works, Common Ground Queensland may invite you to an interview to discuss your application.
5. If deemed suitable you may be offered a unit at which time a sign-up and move-in date will be advised.

Once completed please send this form to:

Common Ground Queensland
PO Box 3180 South Brisbane BC, QLD 4101
or
Email: admin@commongroundqld.org.au

If you need help filling in this form please call Common Ground Queensland on (07) 3370 8320.

Common Ground Queensland is committed to providing quality tenancy and property management. Common Ground Queensland and its supportive housing partner Micah Projects will ensure that information collected, held and stored will be kept confidential and private and that all considerations and legislative requirements under the Australian Privacy Principles (APP) will be met.

BEFORE COMPLETING THIS APPLICATION, PLEASE ENSURE THAT YOU MEET THE FOLLOWING ELIGIBILITY CRITERIA. TICK EACH BOX TO CONFIRM:

- You are \geq 18 years of age
- You are an Australian citizen, have permanent residency or have been issued with a temporary protection or bridging visa
- You are a Queensland resident or you can provide evidence of a definite need to move to Queensland
- You do not own or part-own property within Australia or overseas. This includes residential or commercial property, land, mobile home or caravan (permanently connected to utilities)
- Your combined liquid assets, meaning money in the bank, shares, investments and superannuation payouts does not exceed \$88,625.00
- Your annual gross income does not exceed \$46,000.00

APPLICANT DETAILS

Name _____

Address _____

_____ **Postcode** _____

Home [] _____ **Work** [] _____ **Mobile** _____

Email _____

Department of Housing And Public Works Reference Number: _____

Centrelink Customer Reference Number (CRN): _____

Department Of Veterans Affairs Reference Number (DVA): _____

Date Of Birth _____ **Gender** _____

Please Indicate If You Are Of:

- Aboriginal Origin Yes No
- Torres Strait Islander Origin Yes No
- Australian South Sea Islander Origin Yes No
- Non-English Speaking Background Yes No

If 'yes', please specify your first language spoken at home - _____

Interpreter Required? Yes No

What Is Your Residency Status In Australia?

- Australian Citizen
- Permanent Resident
- Temporary Protection Visa
- Bridging Visa Due To The Expiry Of Your Temporary Protection Visa
- Not A Permanent Resident

AFFORDABILITY

Are You Currently Working? Yes No

If 'Yes', What Is Your Occupation? _____

What is your Fortnightly Income? \$ _____

Do You Own Or Part Own Property Either In Australia Or Overseas? Yes No

Are you a client of the Public Trustee? Yes No

Are you a client of the Adult Guardian? Yes No

Do you have any Physical Disabilities or a Mental Health diagnosis? Yes No

If 'yes', please specify - _____

Do you own a pet? Yes No

If 'yes', please specify - _____

REFERENCES

Please provide details of two referees. Our preference is that one is a previous rental reference. The other can be an employment or personal reference.

Reference 1

Name

Relationship

Phone

Reference 2

Name

Relationship

Phone

How would you like to be contacted if successful for an interview?

- Phone Call
- SMS
- Email

EVIDENCE FOR YOUR APPLICATION:

Please note - All identification must be witnessed by a Justice of the Peace/Commissioner for Declarations or a Department of Housing and Public Works staff member or a Common Ground Queensland staff member

- Identification (e.g. Photo ID, bank card, Medicare card, health care/concession card)
- Evidence of Income (e.g. 4 weeks of most recent wage slips, Centrelink Statement)
- Bank Statements (e.g. most recent 3 months' worth of transactions)

PLEASE READ THROUGH AND TICK OFF CHECKBOXES TO ACKNOWLEDGE YOU UNDERSTAND:

- There is no onsite parking available
- Common Ground Queensland (CGQ) units are fully-furnished
- CGQ units are equipped with ceiling fans but no air-conditioning
- All tenants must apply for Commonwealth Rent Assistance if eligible
- CGQ charge for electricity and water usage
- There is a 24 hour concierge and security presence in the common spaces of the building
- Security cameras are situated throughout the building
- There is a policy reserving the right to conduct a criminal history check
- Regular (low irritant) pest control in each unit due to building's high density living
- There is a visitor policy
- There is a pet policy and application process
- Spaces for community events, meetings and private events that will be held in the building
- Opportunities for tenant participation within the building community
- There is no ability for a child's primary residence
- There is a policy of each unit being the principle place of residence for all tenants
- There is a policy of prior approval for operating a business from units or the building
- A copy of CGQ's APP Privacy Policy is available on request and free of charge from CGQ
- Personal information about me has been collected by CGQ from this form and I have been provided with a collection statement from CGQ
- Incomplete forms or applications without the necessary evidence will not be assessed for housing by Common Ground Queensland**

Applicant Name _____

Signature _____

Date _____