

HOUSING APPLICATION FORM

Please indicate application type:

- INITIAL RENTAL APPLICATION** **LEASE RENEWAL (6 or 12 months)**

Please familiarise yourself with DEAL's Housing Use and Access Policy <http://www.developingeastarnhem.com.au/wp-content/uploads/2016/01/20151123-Housing-Policy-v2.pdf> and Housing FAQs <http://www.developingeastarnhem.com.au/living/housing-faqs/> prior to preparing your Application.

Please send your completed Application Form and any required attachments via email to pm@eare.com.au or deliver to the East Arnhem Real Estate office in the Nhulunbuy Industrial Area located at 6 Traeger Close.

The following information is for DEAL records only. All personal and business details will be kept in strict confidence. You may be required to update the information upon request to renew your lease term.

Please note it is a requirement of our Residential Tenancy Agreement that Section One – including all Applicant Details and Occupant of Property details are accurate. Should there be any change in those details it should be updated in a timely fashion.

SECTION 1 – APPLICANT DETAILS

Section 1A – APPLICANT (Business entity) DETAILS

1.1	Legal Name of Business Entity		
1.2	Trading As		
1.3	ABN / ACN		Please attach copy showing current registration or Certificate of Incorporation
1.4	Postal Address		
1.5	Business Entity Contact Details	Telephone:	
		Mobile:	
		Email:	
		Website:	

Section 1B – PRIMARY CONTACT DETAILS – Authorised person to address all communications

1.6	Full Name			
1.7	Role			
1.8	Contact details	Telephone:	*	
		Mobile:	*	
		Email:	*	
		Address:	*	

*Please indicate preferred communication method by ticking a box

Section 1C – ACCOUNTS CONTACT DETAILS – Contact for Accounts related queries (if applicable)

1.9	Full Name			
1.10	Role			
1.11	Contact details	Telephone:	*	
		Mobile:	*	
		Email:	*	
		Address:	*	

Please indicate if you would prefer rental receipts be sent to the PRIMARY contact or ACCOUNTS contact by ticking the box below:

1.12	PRIMARY	<input type="checkbox"/>	ACCOUNTS	<input type="checkbox"/>
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Section 1D – Occupant of Property – Person(s) who will be living in the property

If this application is for a lease renewal, please state the address of property requested for renewal below:

1.13	Property Address	<i>Note: Leave box blank if this is an initial rental application</i>		
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1.14	Full Name (employee)			
1.15	Role/ Position	Agency (if applicable):		
	Employment	Casual _____ Contract (term) _____ Permanent Part-time _____ Permanent Full-time (38+hurs)		
1.16	Current Location	Lives in Nhulunbuy _____ Lives outside Nhulunbuy _____ State _____		
1.17	Contact details	Mobile:	*	
		Email:	*	
		No. of occupants	*	Adults ____ Children (<16years) ____
		Pets	*	Dogs ____ Cats ____ Other ____ Pet Application required either at start of tenancy or if Pet has been acquired during the lease.

SECTION 2 – IN SUPPORT OF THE APPLICATION
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2.1 Provide a summary of the business activities and services delivered by your business.			
2.2 Outline the new economic activity or changes to current activity for your business that is driving the need for housing.			
2.4 Have you made efforts to obtain a property from the private rental market? Y N			
Why have you not rented from the private rental market? Price_____ Unavailable _____			
Other reason:			
2.5 Provide the following detail in the table below.			
Description			Number
Total Nhulunbuy Workforce (Agency)			
Total Number of residential premises occupied by the Agency			
Number of residential premises rented from	DEAL		
	Rio Tinto, NTG or Commonwealth		
	Private Market		
	Other		
2.6 How do you envisage your business will contribute to the local economic growth of the town and/or region? <i>(tick those which apply)</i>	Increased jobs		<input type="checkbox"/>
	Increased business activity		<input type="checkbox"/>
	Diversified business activity		<input type="checkbox"/>
	Other (specify)		<input type="checkbox"/>
2.7 Please indicate type of residential property required and preferred lease duration.			
	Type	Lease duration (in months)	
	2 bedroom flat		
	3 bedroom house (standard)		
	3 bedroom house (large)		
	4 bedroom house (standard)		
	4 bedroom house (large)		
2.8	When was the business Established?		
	If less than 2 years we require:	Bank Statement Showing Financial Position	
		Letter of support from accountant of business solvency	
		Public Liability	
2.9	Insurance	Workers Compensation	

SECTION 3 – COMPLIANCE WITH APPLICATION REQUIREMENTS

3.1 The Statutory Declaration in Section 4 is required to be duly signed and witnessed and accompany the Application. NOTE: The original statutory declaration is to be submitted.

IMPORTANT:

*A statutory declaration is a legal document that is signed to state that something is true.
Making a declaration knowing it is false in a material particular is an offence for which you may be fined or imprisoned.*

3.2 This section aligns with DEAL's Housing Use and Access Policy and Application Procedure. Please initial each statement as an indication of your compliance against each.

Ref	Description	Insert Initials
3.2.1	<i>I confirm that the person named at item 1.6 is authorised to act on behalf on the listed Company / Organisation named at item 1.1 in relation to this Application.</i>	
3.2.2	<i>I confirm that all parties listed and associated with this Application have familiarised themselves with DEAL's Housing Use and Access Policy and referred to the Application Guidance Note.</i>	
3.2.3	<i>I confirm that the premises are intended for staff accommodation and will not be used as the primary place of business for the applicant.</i>	
3.2.4	<i>I confirm there will be no reduction in private housing holdings currently held by the business entity because of this Application.</i>	
3.2.5	<i>I confirm that efforts to seek housing from the private market have been unsuccessful as evidenced in attached documentation.</i>	
3.2.6	<i>I confirm that correct and accurate financial data has been provided which demonstrates capacity to meet rental obligations for the requested duration of lease (Note: only required to be provided on request from DEAL).</i>	
3.2.7	<i>I confirm that the rent I am charging my occupant is no greater than the rent charged to me by DEAL</i>	
3.2.8	<i>I confirm that I have attached proof of current Public Liability Insurance for the Company / Organisation named at item 1.1 in relation to this Application.</i>	
3.2.9	<i>I confirm that I have attached proof of current Workers Compensation Insurance for the Company / Organisation named at item 1.1 in relation to this Application.</i>	

Use the checklist provided in the Guidance Note to ensure all sections of the Application have been completed, and all required supporting information is provided.

Keep a copy of the Application and all supporting information lodged for your own reference.

Please note that DEAL may request additional information to assess your Application.

SECTION 4 – STATUTORY DECLARATION

THE NORTHERN TERRITORY OF AUSTRALIA

STATUTORY DECLARATION

(1) Insert full name and address of person making declaration
I, of
.....

(2) solemnly and sincerely declare that all information provided in this application is true and correct.

This declaration is true and I know it is an offence to make a statutory declaration knowing it is false in a material particular.

Declared at 20

(3) Signature of the person making the declaration
..... (2)

(4) Signature of the person before whom the declaration is made
Witnessed by: (3)

(5) Here insert full name of person before whom the declaration is made, legibly written, typed or stamped
..... (4)

(6) Here insert contact address or telephone number of person before whom the declaration is made
..... (5)

NOTE: This declaration may be witnessed by any person who is at least 18 (eighteen) years of age.

NOTE: This written statutory declaration must comply with Part 4 of the *Oaths Affidavits and Declarations Act*.

NOTE: Making a declaration knowing it is false in a material particular is an offence for which you may be fined or imprisoned.

SECTION 5 – CONFIDENTIALITY AND PRIVACY

DEAL and its managing agent will use best endeavours to keep your Application confidential. DEAL and its managing agent are committed to the protection of your personal information, and handling of that information in accordance with the Australian Privacy Principles and the *Privacy Act 1988* (Cth) (**Privacy Act**). DEAL will collect personal information about you, in the course of you completing this Application Form and (if applicable) in the course of your tenancy. DEAL's privacy policy located at <http://www.developingeastarnhem.com.au/privacy-policy/> sets out our procedures for the handling of personal information, and information on seeking access or correction, and about making a complaint, including how complaints will be handled. By providing DEAL with personal information about a third party (e.g. a primary contact) you warrant that that person consents to DEAL collecting and handling their personal information in accordance with our privacy policy.