



Succession of Tenancy

Privacy Notice

Tharawal Housing Aboriginal Corporation values the right and privacy of all clients. Tharawal Housing Aboriginal Corporation will not share your personal information unless required to by law or consent has been given. The information collected from you or a third party will be held by Tharawal Housing Aboriginal Corporation. Tharawal Housing Aboriginal Corporation complies with NSW privacy legislation when collecting and managing personal information. We may use your information within our organization when coordinating and planning ways to provide better service delivery. Information will only be disclosed to outside bodies when legal required to and in certain circumstance.

Your Name:

Title - Mr, Mrs, Ms, Miss

Last name or family name

First and Middle names

Date of Birth

Application for Provisional Lease

PART A

1 What is the name of the tenant and the address of the property?

Title - Mr, Mrs, Ms, Miss

Last name or family name

First and Middle names

Unit/House number Street /Avenue

Town or Suburb Postcode

2 What is your relationship to the tenant?

Attach proof

Spouse or de facto partner Formal or informal carer of the children or young persons of the household

Other *give details*

3 What is the reason for your application?

Attach supporting documents

Tenant moving/moved to nursing home

Tenant moving/moved to institutionalised care

Tenant sentenced or imprisoned for more than 3 months

Tenant has passed away

Other ↓ *give details*

3a What are the tenant's new contact details?

Unit/House number Street /Avenue

Town or Suburb Postcode

Phone Mobile

Email

3b When did, or when will, this change take place?

Date

4 Are you living in this property now?

Yes No

↓ when did you start living there? ↓ give details of why you need to live there



Tharawal Housing Aboriginal Corporation (THAC)

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PLEASE NOTE

If you are requesting a provisional lease ONLY, go to question R9 Appeal Consent on page 4.
 If you are applying for Recognition as a Tenant complete all of Part B.

Application for Succession as a Tenant (to remain living in Aboriginal Housing)

PART B

5 Do you or anyone on this application have any special housing requirements as a result of a medical condition, disability, child custody arrangements or other special circumstances?
(for example, a need for an extra bedroom or a particular location, level access for a wheelchair user or modifications such as a grab rail) Attach proof.

Yes No → go to 6
 ↓ give details

6 Are you, or were you, a carer to the tenant?

Yes → go to 6a
 No → go to 7

6a Did you give up a social housing tenancy in order to live with the tenant?

Yes No → go to 6b
 ↓ give the address

6b Have you kept other accommodation that you could live in now?

Yes
 No

7 Are you the formal or informal carer of the children or young persons of the household, or in the process of applying?
Attach proof.

Yes → go to 7a
 No → go to 8

7a Is there any other accommodation available that you could use to provide housing for the children or young persons?

Yes No → go to 7b
 ↓ give details including any reasons why you can not live there

7b Have you tried to find alternative accommodation?
Attach proof.

Yes No ↓
 ↓ give details go to 7c

7c Consent regarding formal or informal care of the children or young persons of the household

If you are applying for recognition as a tenant because you are the formal or informal carer of the children or young persons living in the household, you must agree to live in the property to provide care for them for your application to be considered.

If, during the period of a provisional lease, formal or informal care is given to another person, or if your application for recognition as a tenant is unsuccessful, then you must agree to give up the tenancy.

Declaration

- I agree to live in the property to provide care for the children, or young persons living in the household.
- I agree to give up the tenancy if formal or informal care is given to another person during the period of a provisional lease or if my application for recognition as a tenant is unsuccessful.

Full name (please print)

Signature

Date



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8 Agreement to relocate to another property

You may be asked from THAC that you to move to another property that better suits your housing requirements as a condition of granting recognition as a tenant.

If you are applying for succession as a tenant you must sign this declaration for your application to be considered.

Declaration

- I agree that I will move to another property if requested by THAC, as a condition of granting me recognition as a tenant.

Full name (please print)

Signature

Date

9 Appeal Consent

THAC will advise you in writing if your application for succession as a tenant is declined. At the same time THAC will advise that you have seven days to provide additional information to support a review of your application. If the decision is still the same after the internal review, THAC will automatically send your file to the Housing Appeals Committee for an independent review of the decision.

Declaration

- I understand that THAC will advise me in writing if my application for recognition as a tenant is declined.
- I understand that if this happens, I will have seven days to provide additional information to support an internal review of the decision by THAC.
- I agree to THAC sending my file to the Housing Appeals Committee for an independent review, if my application is still declined after the internal review by THAC.

Full name (please print)

Signature

Date

Office Use Only

Tax File Number

Customer Reference Number

Application Reference Number

File Updated

 Yes No

Date updated

Staff initials

Date



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10 Notice and Declarations

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.

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 Tharawal Housing Aboriginal Corporation (THAC) to:
 - confirm information provided by me with any third party and or any such third party to provide THAC any relevant documentation or information sought by THAC 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	X
Date	DD / MM / YYYY
Contact Number	

11 Declaration from Person Assisting You

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

Yes that person should
→ read and sign the
declaration below No

- 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	X
Date	DD / MM / YYYY
Contact Number	

Office Use Only

A photocopy of each document attached	<input type="checkbox"/> Yes	<input type="checkbox"/> No	Staff initials
Each photocopy signed and dated by the tenant	<input type="checkbox"/> Yes	<input type="checkbox"/> No	
Confirmation sent to client	<input type="checkbox"/> Yes	<input type="checkbox"/> No	DD / MM / YYYY
Tenant's file updated	<input type="checkbox"/> Yes	<input type="checkbox"/> No	DD / MM / YYYY