

Privacy Statement

The information provided in this form is handled in accordance with the relevant Commonwealth and State privacy legislation: the *Privacy Act 1998* (Privacy Act), administered by the Australian Information Commissioner www.oaic.gov.au and the *Privacy and Data Protection Act 2014* administered by the Commissioner for Privacy and Data Protection www.cpdp.vic.gov.au

Common Equity Housing Ltd (CEHL) is required to collect personal information on individuals to undertake its activities and meet its regulatory reporting obligations.

For more detail on CEHL's Privacy Statement please visit

www.cehl.com.au/uploads/privacy

If you would like any further advice on Privacy and Personal Data issues contact the Australian Information Commissioner on 1300 363 992.

CEHL Office Use Only

Date Received: _____ Checked by: _____

Application Complete: YES NO

Follow up requirement: YES NO

Contact History:

Date	Contact Person	Details

Date Completed: _____

Advice Sent: _____



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Co-operative Program Household Information Form



Name of Co-operative

Section 1. Details of Main Member

First and Middle Names	_____	
Surname	_____	
Street	_____	
Suburb	_____	Suburb _____
Phone	_____	
Mobile	_____	
Email	_____	

Section 2. Housing Status

What is your membership status? (Please tick a box)

- Tenancy: **New** (Please go to section 2A)
Transfer (Please go to section 2A)
Existing (Please go to section 3)

Section 2A. Tenancy Changes

New Members and Transfers ONLY

Tenancy Start Date: ____/____/____

If you are a new member or have transferred, or your circumstances have changed please provide the following information:

What was your previous housing? (please tick)

Private Rental	Public/Government Housing Rental	
Home Being Purchased	Home fully owned	
Caravan	Living with family or friends	
Supported Accommodation	No fixed address	
Other (please specify): _____		

Why did you leave your previous housing?

Unsafe/Un-tenantable	At risk of being homeless	
Inappropriate for my needs	Inappropriate for my health	
Escaping domestic violence	Other (please specify): _____	

Household Information Form

Section 3. Household Details

Does any member of your household have a disability? YES NO

If YES, please state the number of people in your household who have the following disabilities:

Physical		Psychiatric	
Intellectual		Chronic Illness	
Vision Impaired		Hearing Impaired	
Mobility		Other (please specify):	

Is any member of your household of Indigenous origin? YES NO

If YES, please tick relevant box:

Indigenous Australian		South Seas Islander	
Torres Strait Islander		Other (please specify):	

Is any member of your household from a non-English speaking background? YES NO

Section 4. Income

Are you choosing to pay Maximum Rent? YES NO

If YES, go to Section 5 and write in your Type of Income and Gross Income, you are NOT required to provide evidence of income.

If NO, go to Section 5 with your Type of Income and Gross Income, and ATTACH relevant evidence of income such as Centrelink income statements, wage slips etc.

Has your income changed by more than \$50 per week since your last assessment? YES NO

Section 5. Please list all Household Occupants and Income Sources (if any details are incorrect please cross out and amend)

Surname	First Name	Gender M/F/X/Prefer not to say	D.O.B dd/mm/yy	Relationship to Main Tenant	Country of Birth	Occupation	Type of Income*	Gross Income

Section 6. Declaration

Ownership of Property

I have a financial interest in real estate and/or other financial investment/s greater than \$30,000 YES NO

If YES, please provide details _____

Declaration

I (full name) _____ of (address) «PropertyStreet», «Suburb».

_____ (occupation) _____ do solemnly and sincerely declare

that the information provided in this document is true and correct. Please tick each of the following:

- I have provided sufficient evidence to support my income declared in Section 5.
- I have listed all household occupants;
- I have specified the full and complete income details of all household occupants;
- I will notify my landlord (Co-op or CEHL) immediately of any change to household occupants or any change in household income over \$50 per week.


_____ on _____

Signature of Main Tenant

Date

*Types of Income Sources

Your rent is determined by your household income, unless you have chosen to pay Maximum Rent,

 please attach evidence of your households' income such as:

- Payslips (at least 4 weeks)
- Centrelink Income Statements
- Centrelink Payment History (past 12months) (can be obtain online via your Centrelink Account)
- Bank Statements
- Declaration from parents
- Letter from Institution providing Scholarship or Grant
- Notice of Assessment for Annual Tax Return
- Dividend Statements
- Interest history (can be obtained via online banking for past 12 months)
- Statement from Superannuation Fund