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Application for Bond Loan Plus

Bond Loan Plus is an interest free loan for the rental bond plus an amount equal to two weeks rent up to a maximum of six weeks rent for the rental home. The loan must be repaid.

The rental bond of up to four weeks rent will be lodged with the RTA.

The two weeks rent will be paid directly to your lessor or agent. The two weeks rent amount is not the first two weeks rent in advance that your lessor/agent may request you to pay when your tenancy starts.

How to apply for assistance:

You can lodge your completed application and supporting evidence:

- **Online** at <https://blarga.hpw.qld.gov.au/>
- **Email** to bondloan@housing.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.

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

To complete this application:

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.
4. Provide proof of income for **each** applicant, for example, Centrelink Income Statement or Employers Declaration.
5. Where there are more than two applicants, complete and sign the Additional tenant form and attach it to your application.
6. Sign the declaration.
7. If posting your application, photocopy your required identification – **do not send us your original identification**.
8. For help completing this application, please call or visit your nearest Housing Service Centre.

Information about bond loans and rental grants is available at www.qld.gov.au/bondloan

1 Details of property to be rented

A. Property Details

Unit / room / site number

Street number and name

Suburb

State

Queensland

Postcode

B. Property type

House (includes townhouse / semi-detached house)

Unit / flat

Moveable dwelling / site (caravan/site/Manufactured home)

A moveable dwelling is a caravan/site or manufactured home which can be connected to electricity.

Moveable dwelling / site with electricity supplied and individually metered (caravan/site/manufactured home)

Boarding house

Boarding house accommodation may include the cost of other services such as power and gas as part of the rent cost.

Aged rental accommodation

Aged rental accommodation is targeted to older people and may include the cost of other services as part of the rent.

Supported accommodation

Supported accommodation provides accommodation and support to people with a disability.

Number of bedrooms in the property

C. Lease details

Lease start date

DD/MM/YYYY

Length of lease

month/s

(e.g. 6 months)

Weekly rent

\$

Total rental bond

\$

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?

Yes

No

Total cash contribution

\$

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"/>		
Email address	<input type="text"/>		
Postal address Unit/street number	<input type="text"/>		
Suburb	<input type="text"/>	State/Territory	<input type="text"/>
		Postcode	<input type="text"/>

The Tenant/s and the Lessor / Agent acknowledge that:

The two weeks rent amount will be paid by EFT directly to the lessor/agent's nominated bank account (detailed below) **after** the lessor/agent has lodged the Bond Lodgement (bond loan) Form 2C with the Residential Tenancies Authority (RTA).

Bank/Building Society	<input type="text"/>		
Account name	<input type="text"/>		
BSB Number	<input type="text"/>	Account Number	<input type="text"/>
Signed			
Tenant	<input type="text"/>	Tenant	<input type="text"/>
Lessor / Agent	<input type="text"/>		

2 Your household

A How many tenant/s will be listed on the tenancy agreement? (e.g. living in the rental home)

Tenants

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

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

B How many dependent/s of the tenant/s will live in the property?

Dependent/s of tenant/s

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

C Which of these describes your household ?

Single with no dependents Single with dependents Other
 Couple with no dependents Couple with dependents

D Is anyone experiencing domestic and family or sexual violence? If yes, apply for a bond loan **and** a rental grant.

Domestic and family violence Yes No Sexual violence Yes No

3 Your details - Tenant 1

Title

First name

Middle name

Surname

Date of Birth Male Female Indeterminate/intersex/unspecified

Centrelink 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 address (where you live now)
Unit/street number and name
Suburb
State/Territory Postcode

Postal Address as above

Unit/street number and name
Suburb
State/Territory Postcode

If the Public Trustee manage your affairs, provide their contact details.
Name Contact number

If you have a current Power of Attorney, provide their contact details.
Name Contact number

Are you employed by the Queensland Government Department of Housing, Local Government, Planning and Public Works? Yes No

Are you (tick all that apply):

Aboriginal Another cultural or linguistic background

Torres Strait Islander None of the above

South Sea Islander

Alternative contact details

Provide the details of two (2) people we can contact if we have difficulty contacting you.

Alternative contact 1

Full name

<input type="text"/>	<input type="text"/>	<input type="text"/>
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First name

Middle name

Last name

Relationship

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

Phone numbers
(provide at least one)

<input type="text"/>	<input type="text"/>	<input type="text"/>
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Home

Work

Mobile

Alternative contact 2

Full name

<input type="text"/>	<input type="text"/>	<input type="text"/>
----------------------	----------------------	----------------------

First name

Middle name

Last name

Relationship

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

Phone numbers
(provide at least one)

<input type="text"/>	<input type="text"/>	<input type="text"/>
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Home

Work

Mobile

Your eligibility

What is your weekly income?

\$

What is your income type?

(for example, wages, pension, allowance, family payments)



Attach evidence of your income to this application.

With your consent, we can obtain your income and assets details electronically from Centrelink. To consent to this service, complete the **Income Confirmation Service Consent form** at the end of this application. One consent form is needed per applicant. Visit www.qld.gov.au/housing or your housing service centre for additional forms or more information.

How much cash and savings do you have?

\$

What is your residency status in Australia? (tick the option that applies). **Attach** evidence of your status.

- | | |
|---|---|
| <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"/> Granted unrestricted right to live/work in Australia through agreement between Australia and another country |
| | <input type="checkbox"/> Not a permanent resident |

Examples of evidence: a copy of your birth certificate from an Australian State/ Territory or Australian Passport or Australian citizenship certificate or documents from Department of Home Affairs verifying your citizenship or residency status or Australian permanent residency stamp in your passport.

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 (e.g. power, gas, water) Yes No

Your details - Tenant 2

Title

First name

Middle name

Surname

Date of Birth Male Female Indeterminate/intersex/unspecified

Centrelink 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)

<input type="text"/>	<input type="text"/>	<input type="text"/>
Home	Work	Mobile

Email address

Your address (where you live now)

Unit/street number and name

Suburb

<input type="text"/>	<input type="text"/>
State/Territory	Postcode

Postal Address as above

Unit/street number and name

Suburb

<input type="text"/>	<input type="text"/>
State/Territory	Postcode

If the Public Trustee manage your affairs
Trustee provide their contact details.

<input type="text"/>	<input type="text"/>
Name	Contact number

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

<input type="text"/>	<input type="text"/>
Name	Contact number

Are you employed by the Queensland Government Department of Housing, Local
Government, Planning and Public Works? Yes No

Are you (tick all that apply):

Aboriginal	<input type="checkbox"/>	Another cultural or linguistic background	<input type="checkbox"/>
Torres Strait Islander	<input type="checkbox"/>	None of the above	<input type="checkbox"/>
South Sea Islander	<input type="checkbox"/>		

Alternative contact details

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

Alternative contact 1

Full name

<input type="text"/>	<input type="text"/>	<input type="text"/>
First name	Middle name	Last name

Relationship

<input type="text"/>
Example: mother, father, sibling, friend, support worker

Phone numbers
(provide at least one)

<input type="text"/>	<input type="text"/>	<input type="text"/>
Home	Work	Mobile

Alternative contact 2

Full name

<input type="text"/>	<input type="text"/>	<input type="text"/>
First name	Middle name	Last name

Relationship

<input type="text"/>
Example: mother, father, sibling, friend, support worker

Phone numbers
(provide at least one)

<input type="text"/>	<input type="text"/>	<input type="text"/>
Home	Work	Mobile

Your eligibility


What is your weekly income?

\$ <input type="text"/>

What is your income type?

(for example, wages, pension, allowance, family payments)


<input type="text"/>

 **Attach** evidence of your income to this application.

With your consent, we can obtain your income and assets details electronically from Centrelink. To consent to this service, complete the **Income Confirmation Service Consent Form** at the end of this application. One consent form is needed per applicant. Visit www.qld.gov.au/housing or your housing service centre for additional forms or more information.

How much cash and savings do you have?

\$ <input type="text"/>

What is your residency status in Australia? (tick the option that applies).  **Attach** evidence of your status.

- | | |
|---|--|
| <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"/> Granted unrestricted right to live/work in Australia through an agreement between Australia and another country |
| | <input type="checkbox"/> Not a permanent resident |

For example: a copy of your 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 or residency status) or Australian permanent residency stamp in your passport.

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 (e.g. power, gas, water) Yes No

If there are more than two (2) applicants, complete and **attach** the Additional applicants form.

Supporting information checklist

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

Proof of identity:

You must provide **one item** each from the primary list **and** one item from the secondary list to prove your identity. Only current and valid (i.e. not expired) proof of identity documents will be accepted.

Primary

- Birth Certificate
- Passport
- Driver's Licence or Marine Licence (physical card or digital version)
- Industry Authority Card
- Photo Identification card or Adult proof of age card or 18 Plus Card
- Queensland Weapons Licence
- Keypass card issued by Australia Post (physical card or digital version)
- Citizenship or Naturalisation Certificate
- Centrelink Income Statement confirming the applicant receives a Disability Support Pension or Jobseeker, Age Pension, Parenting Payment, Youth Allowance, Abstudy or Austudy or a Carer Payment.
- Permanent Resident Evidence Immicard issued by the Australian Government Department of Home Affairs

Secondary

- Bank, credit union or building society statement showing recent transactions
- Credit or debit card issued by a bank, credit union or building society
- 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 policy
- Occupational registration documents
- Australian Taxation Office (ATO) Notice of Assessment
- Pensioner Health Benefit card or Pension card (physical card or digital version)
- Medicare card (green, yellow or blue) (physical card or digital version)
- Department of Veteran Affairs (DVA) Gold Card
- Referrals/reports from incorporated organisations e.g. social welfare bodies, trade unions, employers, schools including:
 - letter of identification issued by the Australian and Torres Strait Islander Legal Services (QLD).
 - Proof of identity form or card issued by an Aboriginal and Torres Strait Islander community Council.
 - Reference from a board member of an Aboriginal Land Council or Aboriginal and Torres Strait Islander organisation confirming the identity of an applicant who is unable to provide primary identification.
 - Reference from a police officer, health professional or community Elder on official letterhead which establishes an applicant's social footprint in the community where they can't provide primary identification.
- Immigration papers or other official documents issued by the Department of Home Affairs

Australian residency verification documents

- Australian Birth Certificate
- Australian Citizenship Certificate
- Australian Passport
- Medicare Card (green card only)
- Centrelink Income Statement confirming you receive one of the following payments – Disability Support Pension, Jobseeker, Age Pension, Parenting Payment, Youth Allowance, Abstudy, Austudy, Carer Payment.
- 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 or 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)

Income

- Centrelink Income and Asset Statement
- Employers Declaration from the department (Form PH016)
- Payslips for the last four weeks or a written evidence from your employer confirming 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 self-employed applicants, either a letter from an Accountant stating the person's income details or their last year's Notice of Assessment from the Australian Taxation Office

Applicants applying for a rental grant must provide one (1) of the following:

- Supporting documentation from the approved homelessness service (e.g. emergency housing or women's refuge) confirming you were a resident for at least 28 days
- Supporting documents proving you were in a hospital, health or mental health facility for at least 28 continuous days
- An Order for discharge of prisoner, or a parole order, or other documents from a correctional centre
- Documents from Child Safety confirming you have left, or are leaving, a child protection service and moving into a rental home.
- Documents from a community based rent scheme provider showing the date you left the accommodation.
- For people experiencing domestic and 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 copy of a domestic violence order, protection order, family court order.

If you don't have supporting information, contact your local [Housing service centre](#) and talk to staff about your circumstances

Important

We can't process your application until you provide your required evidence. If you choose to send copies of your evidence documents separately, these documents must be sent to us within **28 days** of receiving your application or we will cancel your application.

4 Declaration and Privacy Notice

Privacy Notice

The Department of Housing, Local Government, Planning, Public Works 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.

Declaration

By entering my name and signing 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, Local Government, Planning and Public Works 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 above Privacy Notice.

Applicant 1	<input type="text"/>	<input type="text"/>	Date	<input type="text" value="/ /"/>
	Name of applicant	Signature		
Applicant 2	<input type="text"/>	<input type="text"/>	Date	<input type="text" value="/ /"/>
	Name of applicant	Signature		
Applicant 3	<input type="text"/>	<input type="text"/>	Date	<input type="text" value="/ /"/>
	Name of applicant	Signature		
Applicant 4	<input type="text"/>	<input type="text"/>	Date	<input type="text" value="/ /"/>
	Name of applicant	Signature		

After submitting your application

We will contact you to discuss your application.

Income Confirmation Service Consent form

One consent form is required per applicant. For additional forms visit www.qld.gov.au/housing or contact your nearest housing service centre.

The Department of Housing, Local Government, Planning and Public Works (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, Local Government, Planning and Public Works 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.

Surname or Family name

First name or given names

Date of Birth

Centrelink Customer Reference Number (CRN)

Signature

Date

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.

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