

COFFS COAST LEGACY LEGACY HOUSING UNITS - APPLICATION FORM

Coffs Harbour Legacy Welfare Fund own and manage the following properties. Please indicate your preference -

- Shea Street, Coffs Harbour
- Albany Street, Coffs Harbour
- Lyons Road, Sawtell

We hold a waiting list and preference goes to Coffs Coast Legacy beneficiaries on the basis of greatest need at the time.

Date		First Name	
Surname		Phone	
DOB		Suburb	
Street		Postcode	
State			
Email			

Do you have a connection with the Ex-Service community? (Widow, Ex-Defence Member, Junior Legatee etc)

Current Housing Situation		
Do you own your own home?	Yes / No	
What are the weekly repayments? \$		
How many rooms are available?		
If you are renting, what is the weekly rental? \$		
Landlord/agent details:	Name:	Ph:
Length of tenancy:		
How many rooms are available?		

Reason for moving / Comments**Financial Position****Do you have any assets?** e.g. investment property, vehicle, shares**Do you have any significant debts that may impact your ability to pay rent?** Eg. Credit Card, Loans etc**Pension:** DVA / Centrelink**Payment Type :****Amount of Pension \$****Health**

Specific state of health ie. Are there any mobility issues. (if necessary attach Doctor's Certificate, stating applicant is capable of living alone in unit)

Pets

Do you have a pet? If so what type:

Vehicle

Do you have a vehicle? If so what type:

Will you require secure parking?

References: Please provide a minimum of 2 references

Name

Relationship

Address

Postcode

Phone

Name

Relationship

Address

Postcode 	Phone
Name 	Relationship
Address 	Phone
100 Point Identification Check	
Instructions: 1. The 100-point identification check must be completed for all applicants. 2. One primary document must be submitted from section (A) which is 70 points and other documents from section (B) which make up 30 points. 3. The point score of the documents must total at least 100 points, and for applicants 18 years or over, must include at least one form of photo ID.	
ITEM	POINTS
Section (A) Primary documents – only one must be submitted	
- Birth certificate - Birth card issued by NSW Registry of Births, Deaths and Marriages - Citizenship certificate - Current passport - Expired passport which has not been cancelled and was current within the previous two years.	70
Section (B) Secondary documents	
<i>The following documents must have a PHOTOGRAPH and NAME</i> - Driver licence issued by an Australian State or Territory - Licence or permit issued under a law of the Commonwealth, a State or Territory Government (eg: boat licence) - Identification card issued to a public employee - An identification card issued by the Commonwealth, a State or Territory Government as evidence of the applicant's entitlement to a financial benefit - An identification card issued to a student at a tertiary education institution - A proof of age card or NSW Photo Card issued by the NSW Roads and Traffic Authority.	40
<i>The following documents must show a NAME and ADDRESS</i> - A document held by a cash dealer giving security over the applicant's property • A mortgage or other instrument of security held by a financial body - Council rates notice - Document from the applicant's current or former employer within the past two years - Document from the Credit Reference Association of Australia - Land Titles Office record.	25
<i>The following documents must show NAME and signature – points from the same source may only be counted once (ie: a Mastercard and EFTPOS card issued by the same financial institution):</i> - Marriage certificate (for maiden name only) - Credit card (once sighted and photocopied, card no. should be blacked out before filing) - Foreign driver's licence - Medicare card (signature not required) - Membership for a registered club - NRMA membership - EFTPOS card	25

ITEM	POINTS
<i>The following documents must show NAME and ADDRESS</i> • The electoral roll compiled by the Australian Electoral Commission and available for public scrutiny • A recent signed reference of recommendation from an acceptable referee (eg: a doctor, teacher, clergy, banker, police etc) • Lease/rental agreement • Rent receipt from a licensed real estate agent • Records of a public utility – eg: telephone, water, gas or electricity bill) • Records of a financial institution • A record held under law other than a law relating to land titles.	25
<i>The following must show NAME and DATE OF BIRTH</i> • The records of a primary, secondary or tertiary institution attended by the applicant in the last 10 years • The records of a professional or trade association of which the applicant is a member	25

Record of identifying documents

For privacy and confidentiality, all identification documents will be sighted only. No identification documents will be kept on the applicant's file.

Description of document	Points
Total Points	
Name and position of staff sighting documents	

Agreement & Authorisation

I believe the statement I have made is true and correct. I hereby authorise verification of information I provided and communication with any and all names listed on this application. I understand that any discrepancy or lack of information may result in rejection of this application. I understand this is an application for tenancy and does not constitute a rental or lease agreement in whole or part.

Signed

Applicant

Tenancy Committee

Applicant

By signing this application, you grant us permission to communicate with all the contacts you have provided.