

# ADDITIONAL PERSON INFORMATION FORM



Please answer all questions in this application form and return to our Evolve Housing Office.

## Tenant Details

1. Surname Mr/Mrs/Miss/Ms		
2. First Name/s	3. Occupation	
4. Address	Postcode	
5. Contact No. (Home)	(Mobile)	(Work)
6. Date of Birth / /	Country of Birth	

## Additional household members to be approved

12. Please list ALL ADDITIONAL members of your household (including yourself), who will live with you if housed by Evolve Housing.

Name	Sex	Date of Birth	Relationship to You (e.g. son, partner, wife)	Centrelink CRN No./ Weekly Income

## Consent of Additional Person

If the person is AGED 16 YEARS AND OVER they must provide their written permission for their personal information to be collected by the main applicant.

To do this, they need to read the statement below and sign and date this form.

I give my permission for:

- my personal information on this form to be collected by the main applicant.
- the proper use of my personal information by Evolve Housing in order to process this application

Signature of Additional Person	<input type="text"/>	Date	<input type="text"/>
7. Are you from an Aboriginal or Torres Strait Islander Background?	Yes <input type="checkbox"/>	No <input type="checkbox"/>	
8. Are you a permanent resident of Australia?	Yes <input type="checkbox"/>	No <input type="checkbox"/>	
9. Do you require an Interpreter?	Yes <input type="checkbox"/>	No <input type="checkbox"/>	Language <input type="text"/>
10. Contact Details of Current Employer	Name <input type="text"/>	Contact Number	<input type="text"/>

11. If available, please provide your Centrelink Reference Number (CRN)

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13. Please use this space to tell us anything about your housing needs which may help us to assess your application.

Empty text area for housing needs.

Further Information

14. Does anyone included in your application have an association with a member of the Board of Directors or staff of Evolve Housing? If yes please provide details

Yes [ ] No [ ]

Empty text area for details.

15. Have you ever been a tenant of Housing NSW, Evolve Housing or another community housing association? If yes, please provide details

Yes [ ] No [ ]

Empty text area for details.

16. Starting date of this applicants stay with current Evolve Housing Tenant

Start Date: [ ]

Supporting Document Requirements

Please note the following documents MUST be returned with your application prior to being approved as an additional household member.

- EVERY Household member requires a birth certificate/ passport/ citizenship
→ OVER 18 Household members must provide current Centrelink income statement and/or 6 Current payslips, with at least 3 forms of ID, including at PHOTO ID e.g. drivers licence, medicare, healthcare card, citizenship papers, birth certificate, passport.
→ Rental Ledger for the past 6 months
→ Bank Statement (Transactions from the Past 2 months)

Applicant Declaration

To the best of my knowledge, the information I have given on this form is true and correct. If any information provided is misleading or incorrect, I am aware that this may result in immediate withdrawal of my Affordable Housing Application.

Signature..... Date.....

Privacy Statement and Disclosure

I authorise Evolve Housing to:

- To check with my previous or current landlord/agent as my suitability as a tenant
- To confirm my employment details/income with my employer or accountant (if self-employed)

Signature..... Date.....

Evolve Housing is committed to respecting and protecting the privacy and rights of individuals in relation to their personal information. Our Privacy Policy outlines how we collect, use, store, and disclose information in accordance with the Australian Privacy Principles under the Privacy Act 1988 (Cth). Please refer to our Privacy Policy on the Evolve Housing website if you would like more detailed information. You may also request a copy of the Privacy Policy from any Evolve Housing employee.



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