

# Application for an Additional Occupant

**Part A** of the form is to be completed by the **tenant** to apply to the Department of Communities and Justice (DCJ) for additional people to join their household. If you are applying for more than one person to join your household, only **one Part A** is required to be completed. However, a separate **Application for an Additional Occupant - Part B** must be completed for **each** new additional person requesting to join the household.

**Part A** and **B** of the form must be lodged together at your local office. Please print in BLOCK LETTERS with a black or blue pen. Mark relevant boxes with an . If you need more room to answer any questions, include details on a separate page and attach it to this form. For information or assistance with this form, phone 1800 422 322, 24 hours a day, 7 days a week.

Client reference number	T-File number	Payment reference number
<input style="width:100%;" type="text"/>	<input style="width:100%;" type="text"/>	<input style="width:100%;" type="text"/>

## Part A - Tenant Information

**Tenant details**

Title

Mr, Mrs, Ms, Miss, Mx

Last name or family name

First and middle name (s)

Unit/House number  Street/Avenue

Town/Suburb  Postcode

Phone  Mobile

Email address

### List the name (s) of the additional person (s) you are applying to add to your household

Title <small>(Mr Mrs, Miss, Ms, Mx)</small>	Last name or family name	First and middle name (s)

#### DCJ Privacy Notice

This privacy notice applies to the Department of Communities and Justice (DCJ) which includes the following entities: the Land and Housing Corporation and the Aboriginal Housing Office. DCJ and its related entities comply with NSW privacy legislation when collecting and managing personal and health information. The information we collect from you or from an authorised third party will be held by DCJ or the entity that collects it. It will be used to deliver services and to meet our legal responsibilities. We may also use your information within DCJ as a whole to plan, coordinate and improve the way we provide services. DCJ is also legally authorised to disclose information to outside bodies in certain circumstances.

Further information about your privacy rights can be found on the DCJ website: [www.facs.nsw.gov.au/site\\_information/privacy](http://www.facs.nsw.gov.au/site_information/privacy) or by calling: 02 9377 6000.

#### 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. DCJ may also collect information from your former social housing landlord or their agent (if you have one), including information about any debt.

## Tenant's declaration

- I understand and acknowledge the instructions given on this application form.
- I have attached an **Additional Occupant - Part B** form for each new additional person.
- I give my permission for the additional person(s) listed to be housed with me, if DCJ approves the application.
- I understand that this application does not in any way make the additional person(s) eligible for separate accommodation in their own right.
- To the best of my knowledge the information provided in this application (**Parts A and B**) by the tenant and all additional person(s) is true and correct.
- I understand there are penalties for giving false or misleading information.
- I understand that I must notify DCJ within 28 days of any change in my household.

I authorise DCJ to:

- confirm information provided by me with any third party and or any such third party to provide DCJ any relevant documentation or information sought by DCJ when determining or supporting this application.
- use my personal information in order to process this application.

Tenant's name (Please print)

Tenant's signature

Date

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## Declaration from Person Assisting You

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

Yes

No

that person should read and sign the declaration below

- 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

Date

Contact phone number


## Part B - Additional Person Information


**Part B** of this form is to be completed by the person applying to be an additional occupant. A separate **Part B** must be completed for each new additional person. If the person applying to be an additional occupant is under 16 years of age, a parent/guardian/carer must fill in the form on their behalf. Attach each **Part B** with the **Application for an Additional Occupant – Part A** and submit to your local Department of Communities and Justice (DCJ) office.

Additional evidence is needed to complete this application and is listed on this form with a . See the **Evidence Requirements Information Sheet** for more information, or for assistance with completing this form contact your local office. Please mark relevant boxes with an . If you need more room to answer any questions, please include details on a separate page and attach it to this form.

<b>Address of DCJ property you are applying to live at</b>	Unit/House number	<input type="text"/>	Street/Avenue	<input type="text"/>
	Town/Suburb	<input type="text"/>	Postcode	<input type="text"/>


### Personal details

 **Attach proof of identity**

Title	<input type="text"/>
Mr, Mrs, Ms, Miss, Mx	<input type="text"/>
Last name or family name	<input type="text"/>
First and middle name (s)	<input type="text"/>
Other name (if applicable)	<input type="text"/>
 give details and attach proof of name change	<input type="text"/>
Centrelink Reference Number (CRN)	<input type="text"/>
Date of birth	<input type="text"/>
Relationship to the tenant	<input type="text"/>
Date you moved in, or are moving in	<input type="text"/>
Reason (s) for moving into the property	<input type="text"/>

2. In what country were you born?

3. Are you of Aboriginal or Torres Strait Islander origin?  Yes  No

 give details and attach proof of Aboriginality

4. What is your current citizenship?  Australian citizen → go to Q8  Other

 give details and attach proof of citizenship

5. What is your current residency status/visa category?

<input type="checkbox"/> Permanent resident	<input type="checkbox"/> Sponsored migrant
<input type="checkbox"/> New Zealand Special Category Visa	<input type="checkbox"/> Refugee
<input type="checkbox"/> Asylum seeker	<input type="checkbox"/> Temporary resident

 Attach proof of residency or visa category

6. What is your visa subclass number?

7. What is your date of arrival in Australia?

8. What is your main language spoken at home?

9. Do you need an interpreter?  Yes  No  
what language

### General information

10. Do you have a disability, medical condition or permanent injury?  Yes  No  
give details and attach proof of disability of medical condition

11. Do you receive ongoing support from an organisation, program or a person/individual?  Yes  No  
give details and attach contact details and proof of support arrangement

12. Do you have any location restrictions about where you can live?  Yes  No

13. If you have a current application for social housing, do you wish to remain on the NSW Housing Register?  Yes  No  
attach a written request (a Housing Statement or a letter) to close your application if you have not already done so

### Housing history

14. What is the address of the property you are leaving or have left?   
Attach proof of this residency address

15. How long did you live at this address for?

16. Is this property a social housing property?  Yes  No  
go to the **Notice and Declaration** section

17. If you are a current tenant of another DCJ property, have you given written notice to relinquish your tenancy?  Yes  Not applicable  No  
attach a written request (a Housing Statement or a letter) requesting to relinquish the tenancy

18a. If you are currently an additional occupant of another DCJ household, provide details of the tenant's name and address.

18b. Have you asked to have your name removed from this household?

Yes

Not applicable

No



attach a written request (a Housing Statement or a letter) requesting to relinquish the tenancy

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### Additional Person's 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 the Department of Communities and Justice (DCJ) to:

- confirm information provided by me with any third party and or any such third party to provide DCJ any relevant documentation or information sought by DCJ 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

Date

Contact phone number

### Declaration from Person Assisting You

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