

This form is to be completed by Customer applying for additional people to their household.

Please include the details of each new additional occupant to be housed with you. Attach proof of identity for each additional occupant in your household. You will also need to attach Proof of Citizenship, Residency or Visa Category, property ownership, income and assets for each additional person 18 years old or over. See the [Factsheet - Evidence Requirements](#) for more information.

If you need more information or assistance completing this form, please contact Hume Community Housing Association Co Ltd ('Hume Community Housing'), Customer Service, 02 9777 4300 to book an appoint with your Neighbourhood Officer/ Support Coordinator or come into one of our offices.

Please mark relevant boxes with a If you need more room to answer any questions, please include details on a separate page and attach it to this form.

Customer Information

Customer last name or family name:	Given name(s):
Tenancy Address:	Phone: Mobile:

Additional occupant information

Full Name (include: first, middle and family names)	Title (Mr, Mrs, Miss, Ms)	Sex M/ F	Date of Birth	Relationship to you	Customer Reference Number (CRN) (if applicable)	Proposed date when moving into property

Country of Birth

Is the additional occupants born in Australia? Yes No
If no, please completed table below

Name of Additional Occupant	Country of Birth	Main language spoken at home	Australian Citizen Y/N

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Version:	002	Approved Date:	16/02/2014
T.V Consultation Required	No	Last Review Date:	01/08/2019
Approved by:	COO	Next Review Date:	

Non-Australian citizen

For each additional occupant who is not an Australian citizen, what is their residency status and their Visa Sub-class number?

Name of Additional Occupant	Residency status (e.g. sponsored migrant, New Zealand Special Category Visa, refugee)	Visa subclass number	Date of arrival

Additional occupant's current housing situation

Do any additional occupants live at your property now? Yes No

Name of Additional Occupant	Living with you now What date did they move in?	Not living with you now What is the current address?

Additional **occupant's** housing history

Do any additional occupants have a current application for social housing? Yes No

Name of Additional Occupant	Customer Code or Property Code	Wishes to remain on the NSW Housing register? (Y/N) <i>If no, the additional occupant should provide a written request to remove them from the register</i>
		<input type="checkbox"/> Yes <input type="checkbox"/> No
		<input type="checkbox"/> Yes <input type="checkbox"/> No
		<input type="checkbox"/> Yes <input type="checkbox"/> No
		<input type="checkbox"/> Yes <input type="checkbox"/> No
		<input type="checkbox"/> Yes <input type="checkbox"/> No

Are any of the additional occupants a current customer, an additional occupant or a former customer of Hume or Housing NSW? Yes No

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Aboriginal or Torres Strait Islander Origin

Are you, or the additional occupant, of Aboriginal or Torres Strait Islander origin?

If not already provided, attach confirmation of Aboriginality. Refer to [Factsheet – Evidence Requirements](#)

Yes No

Name of Additional Occupant	Aboriginal	Torres Strait Islander	Aboriginal and Torres Strait Islander

Disability/ongoing medical condition

Do you or anyone on this application have a disability or ongoing medical condition?

Attach proof of disability or medical condition. Refer to [Factsheet – Evidence Requirements](#)

Yes No

Name of the person with the disability or medical condition	Disability or medical condition

Support arrangements

Do you or a person on this application receive ongoing support from an organisation, a program or a person/individual? Attach documents that support your answer. Refer to [Factsheet – Evidence Requirements](#)

Yes No

Name of person receiving support	Name of organisation or program providing support (if relevant)	Name of support worker or person/individual	Contact phone number

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Customer's permission and declaration

I give my permission for the additional occupant listed in this application to be housed with me, if Hume Community Housing approves this application. I understand that this application does not in any way make the additional occupants eligible for separate accommodation in their own right. I acknowledge that the rent for the property will be reassessed and may increase due to the inclusion of an additional occupant.

I state that the information contained herein is true and correct in every way.

Customer **or Guardian's** name- delete as appropriate (please print):

Customer **or Guardian's** signature - delete as appropriate:

Date:

Customer **or Guardian's** name- delete as appropriate (please print):

Customer or Guardian's signature - delete as appropriate:

Date:

Additional Occupant's Notice and Consent

Under the *Privacy and Personal Information and Protection Act 1998*, and the *Health Records and Information Privacy Act 2002*, you must be told why your personal information (including health information) is being collected, how it will be used and whether it will be given or exchanged with another party.

All personal information collected by Hume Community Housing under this Form is collected in accordance with its Privacy Policy, a copy of which can be downloaded from <https://www.humehousing.com.au/privacy.html> or obtained from Hume Community **Housing's** Offices.

Notice

This application collects personal information about additional occupants for the purpose of Hume Community Housing processing and assessing requests by Customers to house additional occupants in their premises.

Consent

Each additional occupant on the application aged 18 years or over must provide their written permission for their personal information to be collected by the customer.

I give my permission for my personal information in this form to be collected by the customer for the provision of Hume Community Housing.

Additional Occupant name (please print):	Signature:	Date:

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****For office use only****

THE FORM IS RECEIVED BY:	
Officer Name:	Position:
Signature:	Date:

THE FORM IS ASSESSED BY:	
Application approved	<input type="checkbox"/> Yes <input type="checkbox"/> No <u>Note:</u> Please follow below steps for Yes and No
Reason for refusal:	
Authorising Officer Name:	Position:
Signature:	Date:

Yes: <ul style="list-style-type: none"> • Issue approval letter to the customer • Issue approval letter to the additional occupant • Issue Rent Subsidy Application form to the customer 	No: <ul style="list-style-type: none"> • Issue declined letter to the customer • If the additional occupant is already living in the dwelling advise customer that the occupant must vacate
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SDM updated

Rent subsidy updated

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