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# APPLICATION FORM - COUPLE

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2 Bedroom Unit



Yass Apex Homes Inc

Est 1964

79 MEEHAN STREET YASS NSW 2582

ABN 97 916 150 048

[yassapexhomes@outlook.com](mailto:yassapexhomes@outlook.com)

## INTRODUCTION

Yass Apex Homes Incorporated is a not-for-profit volunteer body that is managed and operated by the Yass Apex Homes Board of Management. It has provided low-income secure housing to those in need that are 60 years of age or older.

From our humble beginnings of six units that were first occupied in early 1968, we are proud that we can now offer one 2 bedroom home and 40 units comprising bedsitters, 1 and 2 bedrooms units to Yass residents that are in need. Three laundries are also provided for the tenants of the bedsitter and 1 bedroom units to use free of charge. The site also provides the Yass Apex Homes Boardroom / Office.

Yass Apex Homes is not an aged care facility nor is it a retirement village. We do not receive any government funding, State or Federal for our operations or upkeep.

To be eligible for a two bedroom unit the following requirements apply:

- a. The prospective tenants must be a married couple or a recognised de-facto relationship. Single applicants are not eligible to apply for this type of unit;
- b. you must be capable of independent living;
- c. must have a connection to the Yass Valley region;
- d. be found eligible to be considered as low income – unit eligibility is means tested and you must provide financial information on the attached forms to enable us to verify your gross household income and assets; and
- e. be found suitable to join our community. All applicants must be interviewed by two board members who will make a recommendation to the board. This is an informal chat, and you may bring a support person if it makes you more comfortable.

If you are found suitable to be offered an NSW Residential Tenancy Agreement the lease must be placed under both applicants' names. This is to minimise any disruption to your partner if either person were to go into an aged care facility or pass away. You will be required to pay two weeks rent in advance and an adjusted amount to bring you in line with the payment frequency of all tenants. Please note this second adjusted amount is never more than two weeks rent. You will not be required to pay a rental bond.

Please note due to the setup of Yass Apex Homes and the number of residents using mobility aids such as walking sticks and walkers, animals such as dogs and cats are not permitted.

There is no implied right or other representation given to occupy a Yass Apex Homes Inc unit until a formal lease is signed.

# APPLICANT FORM - COUPLE

## 1. Applicant Details

	Full Name	Date of Birth
Applicant 1		
Applicant 2		
	Current Residential Address	Mobile No
Applicant 1		
Applicant 2		
	Email	
Applicant 1		
Applicant 2		
	Motor Vehicle Type	Registration
Applicant 1		
Applicant 2		
	Driver Licence #	State
Applicant 1		
Applicant 2		
	Details for Next of Kin (not living with you)	
Applicant 1	Name: Address:	Mobile No: Home No:
Applicant 2	Name: Address:	Mobile No: Home No:

	<b>Reason for Making Application</b>
	<b>Current Living Arrangements</b>
<b>Applicant 1</b>	
<b>Applicant 2</b>	
	<b>Do you own an animal</b>
<b>Type</b>	

## 2. Gross household income

Gross household Income (before tax)	Amount Applicant 1	Amount Applicant 2
What is the annual gross household income before tax for the last 12 months?		
Commonwealth Rent Assistance		

### 3. Sources of income

If applicant does not receive any income from source listed this must be indicated by Not Applicable

Income source	Applicant 1	Applicant 2
Government Pensions and Allowances		
Wages/Salaries/Self Employed		
Superannuation or annuity		
Shares or Bonds (include foreign holdings)		
Other		

### 4. Bank Accounts

Applicants must include all banking institutions accounts, type of accounts and amount held in each account. If insufficient room continue on a separate page.

Applicant 1		
Bank Accounts Institution	Name on Account	Amount
Term Deposits		
Other		

Applicant 2		
Bank Accounts Institution & Type	Name on Account	Amount

Applicant 2		
Bank Accounts Institution & Type	Name on Account	Amount
Term Deposits		
Other		

## 5. Sources of income evidence

You must provide documents to support your claims in Section 3 (Sources of Income) and Section 4 (Bank Accounts) when you lodge your application.

Please indicate the documents you have provided to support the income and accounts declared above.		
	Applicant 1	Applicant 2
Payslip – 1 month		
Tax Assessment – most recent if applicable		
Centrelink <i>Detailed Income Statement</i> (current)		
Bank Statement/s (current month for each account)		
Superannuation Statement / letter of entitlement		
Other (please list) – eg: dividend statement, foreign income, net income from business		
Other -		
Other -		

## 6. Medical Practitioners

What are the current General Practice Doctor of all applicants?

Applicant 1	Dr Details (including provider number) & Practice	Period

Applicant 2	Dr Details (including provider number) & Practice	Period

Medical Report from attached to this application must be completed by the current medical practitioner for each applicant

### 7. Rental References

What are the rental details of all applicants for last 5 years? Include if rental agency/private.

Living arrangements	Address & Contact Details	Rental Agency	Period from and to
Applicant 1			
Applicant 2			

## Applicant – Signature Page

(all applicants are required to sign separately (Applicant 2 next page).)

Name of Applicant 1:

The personal information you are asked to provide in this form and any supporting information supplied is collected as part of your application to determine whether you will be offered a NSW Residential Tenancy Agreement with by Yass Apex Homes Inc. Yass Apex Homes Inc will only use this information to verify your eligibility and suitability to be offered and/or retain a possible NSW Residential Tenancy Agreement with Yass Apex Homes Inc.

I understand that my forms will be retained by Yass Apex Homes and may be provided to a third party named in this form for assistance in determining the purposes described above.

Should I provide further personal information related to this form, I consent for my personal information to be handled in accordance with the above.

I (name of Applicant 1)

Of (address)

  

Applicant 1 signature

Date:

Witness & signature

Date:

## Applicant – Signature Page

(all applicants are required to sign)

Name of Applicant 2:

The personal information you are asked to provide in this form and any supporting information supplied is collected as part of your application to determine whether you will be offered a NSW Residential Tenancy Agreement with by Yass Apex Homes Inc. Yass Apex Homes Inc will only use this information to verify your eligibility and suitability to be offered and/or retain a possible NSW Residential Tenancy Agreement with Yass Apex Homes Inc.

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Should I provide further personal information related to this form, I consent for my personal information to be handled in accordance with the above.

I (name of Applicant 2)

Of (address)

  

Applicant 2 signature

Date:

Witness & signature

Date:

# APPLICANT 1 CONSENT FORM

I \_\_\_\_\_

(Full Name)

Of \_\_\_\_\_

(address)

HEREBY CONSENT TO:

Yass Apex Homes Incorporated to undertake any necessary inquiries regarding credit and financial information, and reference checks for the purposes of establishing whether I am eligible and suitable to enter into a residential tenancy agreement with Yass Apex Homes Inc.

I understand that my consent forms may be provided to a third party named in this form for the making of those inquiries on behalf of Yass Apex Homes Inc.

Name

--

Signature / date

--

Witness Name

--

Signature/date

--

## APPLICANT 2 CONSENT FORM

I \_\_\_\_\_

(Full Name)

Of \_\_\_\_\_

(address)

HEREBY CONSENT TO:

Yass Apex Homes Incorporated undertaking any necessary inquiries regarding credit and financial information, and reference checks for the purposes of establishing whether I am eligible and suitable to enter into a residential tenancy agreement with Yass Apex Homes Inc.

I understand that my consent forms may be provided to a third party named in this form for the making of those inquiries on behalf of Yass Apex Homes Inc.

Name

--

Signature / date

--

Witness Name

--

Signature/date

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## Medical Report – Applicant 1 (each applicant must be completed separately)

### Overview – why is this Medical Report required?

Yass Apex Homes Incorporated provides long – term affordable housing for persons sixty years of age and older, that are low income and in need. It is not crisis accommodation. This accommodation offers the person security of tenure provided that the person is capable of independent living. The accommodation is not connected to, or affiliated with, nursing homes or retirement villages nor does it receive any Federal or State funding.

As we have forty units of various configurations, some with stairs, and there are several vulnerable older citizens, it is imperative that the Board of Yass Apex Homes Inc establishes a prospective tenant is eligible and suitable to fit within the community. Accordingly, some of the questions are to assist in allowing the Board to make an informed decision for the wellbeing of this community.

<b>Applicant Name</b>	
<b>No: Years under your care</b>	
<b>Physical Condition</b>	
<b>Medical Condition</b>	

Insert Date \_\_\_\_/\_\_\_\_/\_\_\_\_

Insert Dr signature (including stamp/provider details) here



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<b>Known Allergies</b>	
<b>Medications</b>	
<b>Is mobility restricted / how</b>	
<b>Capable of using stairs</b>	
<b>Any mental illness/es / decline</b>	
<b>Any restrictions on ADLs</b>	
<b>Any alcohol / drug dependence</b>	
<b>Capable of independent living in self-contained unit</b>	
<b>Is home nursing/ aged care facility required?</b>	
<b>Other relevant information</b>	

Insert Dr signature (including stamp/provider details) here

## Medical Report – Applicant 2 (each applicant must be completed separately)

### Overview – why is this Medical Report required?

Yass Apex Homes Incorporated provides long – term affordable housing for persons sixty years of age and older, that are low income and in need. It is not crisis accommodation. This accommodation offers the person security of tenure provided that the person is capable of independent living. The accommodation is not connected to, or affiliated with, nursing homes or retirement villages nor does it receive any Federal or State funding.

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<b>Applicant Name</b>	
<b>No: Years under your care</b>	
<b>Physical Condition</b>	
<b>Medical Condition</b>	

Insert Date \_\_\_\_ / \_\_\_\_ / \_\_\_\_

Insert Dr signature (including stamp/provider details) here



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<b>Capable of independent living in self-contained unit</b>	
<b>Is home nursing/ aged care facility required?</b>	
<b>Other relevant information</b>	

Insert Dr signature (including stamp/provider details) here