



# Property owner/agent's declaration form

## Housing SA

<b>Office use only</b>	Customer No: _____	Customer No: _____	Date received:    /    /
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This form needs to be completed by the property owner or agent and returned to Housing SA. Completing this form doesn't automatically guarantee assistance.

You can get more information online at [www.sa.gov.au/housing](http://www.sa.gov.au/housing) or by phoning Housing SA on 131 299.

### PROPERTY DETAILS

**Rental property address**

_____	_____
Suburb	Postcode

**Type of accommodation**      \*\* See the reverse side of form for detailed definitions of the types of accommodation

Rental premises (House/ flat/ unit)   
  Rooming House (Boarding)   
  No premium retirement village   
  Caravan Park (Caravan & Site)   
  Caravan Hire Only   
  Renting a room in a private dwelling

### TENANCY DETAILS

	Name of tenants	Share of weekly rent
Only include those who contribute to the rent. Attach additional names if there are more than four sharers.	1. _____	\$ _____
	2. _____	\$ _____
	3. _____	\$ _____
	4. _____	\$ _____

**Tenancy start date**    /    /

**Type of lease**     Periodic     Fixed term      **Fixed term tenancy period**    Years     Months

**Total weekly rent for property**    \$       **Total bond charged**    \$

Financial Assistance for sharers is based on equal shares, except if otherwise approved

**Is the property being sublet?**     Yes     No      **Are you renting this property to a family member?**     Yes     No  
 If yes, provide written notification from the property owner/ agent.      If yes, provide a Statutory Declaration confirming you won't be living in the property.

### PROPERTY MANAGEMENT DETAILS    Pick one landlord type and complete the relevant section.

**Private owner** (an individual or a company)

Surname       First name

**OR** Company name

Address

Suburb	Postcode
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Phone       Email

Signature

Assistance will be paid as registered by Land Services

**Real estate agent**     
  **Registered Community Housing Provider**     
  **Other organisation**

Agency name

Address

Suburb	Postcode
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Phone       Email

Contact person

Signature

## TYPES OF BONDS

**Bond guarantees** are provided for accommodation subject to the *Residential Tenancies Act 1995* or the *Residential Parks Act 2007*. The property owner, proprietor or manager lodges the bond guarantee with Consumer and Business Services (CBS) within two weeks. Real estate agents lodge them with CBS within four weeks.

**Cash bonds** are cheques made out to the owner, agent or proprietor for types of accommodation that aren't subject to either the *Residential Tenancies act 1995* or the *Residential Parks Act 2007*. These bonds aren't lodged with CBS.

## ACCOMMODATION AND AMOUNT OF ASSISTANCE PAYABLE

**The maximum amounts provided below are for your information only. They don't reflect the amounts the customer may have been approved for by Housing SA.**

**Private rental premises:** is subject to the *Residential Tenancies Act 1995*. This includes houses, units, townhouses and flats provided by a private owner, real estate agent, community housing provider or another organisation. It includes medium and or long-term accommodation and may be as a single person renting or between individuals sharing.

Housing SA doesn't provide rent in advance for debentured community housing properties.

**No premium retirement village:** is subject to the Residential Tenancies Act and is a residential premises in a retirement village complex where no premium is paid. No premium means that no resident of the village has made a premium payment eg – buying a property or shares to live in the village. Housing SA does not pay bonds into Retirement Villages where a premium is paid to live there.

**Caravan park (caravan & site)** is subject to the *Residential Parks Act 2007* if it will be the main place of residence, usually for a period of 60 days or more.

**Sublet:** is subject to the *Residential Tenancies Act 1995*. Written confirmation of the landlord or agent's consent must be provided to Housing SA before financial assistance will be provided.

The maximum amount of bond that can be charged for all of the above accommodation types is either equal to:

- four weeks' rent if the weekly rent is \$250 or less
- six weeks' rent if the weekly rent exceeds \$250.

A maximum of up to two weeks' rent in advance can be charged.

**Rooming houses (boarding):** is subject to the *Residential Tenancies Act 1995* if three or more people are renting there. Housing SA only provides financial assistance for the rent component. If the owner or proprietor doesn't confirm this amount in writing, two thirds of the full boarding figure charged for accommodation is considered to be the rent component.

A maximum bond equal to two weeks' rent and a maximum of one weeks' rent in advance can be charged.

**Renting a room in a private dwelling:** Is not under the Residential Tenancies Act. This is an agreement between an owner of a property and the tenant, to which they are renting a room.

A maximum bond equal to two weeks' rent and a maximum of one weeks' rent in advance may be approved by Housing SA.

**Caravan hire only:** Is not under the Residential Tenancies or Residential Parks Acts. Housing SA can provide a bond for the caravan hire only. Caravan hire is only paid where it will be sited at a long stay caravan park or camping ground.

A maximum bond equal to four weeks' rent and a maximum of two weeks' rent in advance may be approved by Housing SA.

## TYPES OF LANDLORD / HOUSING PROVIDERS

**Private owner:** This could be an individual/s or a company that owns a property. Assistance will be paid as registered by Land Titles.

**Real estate agent:** Registered Real Estate Agency managing the property

**Community housing provider:** Registered under the Community Housing Providers (National Law) (South Australia) Act

**Other organisation:** An organisation who manages a tenancy. This could include a college or university or a not for profit charity organisation or supported accommodation provider.

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