

# Application to purchase a public housing property – Instructions

## Need help filling out this form?

If you need help with this form you can ask someone to help you, such as a friend, relative or supporting agency worker. If you want the department to share information about you and your application with another person or agency, please let a Housing officer know. You may need to complete an Authorisation to Disclose Personal Information form.

When completing this form, please make sure you:

- Read all of the questions carefully.
- Write in capital letters (for example JOHN SMITH).
- Show your answer with a tick where there are Yes/No boxes (for example ✓).
- Attach any supporting documents as required.
- Sign the declaration.
- Have this application form sighted and signed by a witness.

You can ask the department for information about interpreters to help you complete this form.

## What is this form for?

This form lets you apply to purchase the current public housing property you are renting.

## What supporting documents do I need to provide with my application?

You need to provide a letter from your bank or financial institution to show you have been approved for a home loan. This is usually called a pre-approval or approval in principle and should contain the following details:

- Your full name and address.
- Date of approval.
- Amount you have been approved for.
- Maximum purchase price available to you.
- Any conditions your approval is subject to (e.g. satisfactory valuation).
- Contact details and signature of the bank or financial institution's approving officer.

You will need to provide photo identification for all applicants on this form and evidence of any funds (such as bank statements showing savings) you will be using towards your maximum purchase price.

## How do I know what my maximum purchase price is?

Your maximum purchase price is based on the amount available through your approved finance, own funds and any grants or gifts available to you. You may need to consider any fees or costs you will need to pay to obtain your finance, such as mortgage insurance, application fee and valuation fee. The department may need to seek additional verification to confirm your maximum purchase price.

## Will I have to pay any fees to submit my application?

There is no fee to submit your application. A Valuation Contribution fee and an administration fee will be included in the settlement costs if you are successful in your application to purchase the property.



# Application to purchase a public housing property

Applicant 1 - Personal Details			
Title	Mr / Mrs / Ms / Miss / Other _____		
First name			
Middle name(s)			
Last name			
Please provide details of any other names, if applicable. (e.g. Maiden name, skin name, name changed by deed poll)			
Gender	<input type="checkbox"/> Female	<input type="checkbox"/> Male	Date of birth
Residential Address			
Postal address			
Home phone		Work phone	
Mobile		Other phone	
Email			
Occupation			
Are you of Aboriginal and/or Torres Strait Islander origin?	<input type="checkbox"/> Aboriginal <input type="checkbox"/> Torres Strait Islander <input type="checkbox"/> Aboriginal and Torres Strait Islander <input type="checkbox"/> Do not identify as Aboriginal or Torres Strait Islander		
Marital status	<input type="checkbox"/> Married	<input type="checkbox"/> De facto	<input type="checkbox"/> Single
	<input type="checkbox"/> Divorced	<input type="checkbox"/> Separated	<input type="checkbox"/> Widowed
Number of dependants		Age/s of dependants	

Applicant 2 - Personal Details			
Title	Mr / Mrs / Ms / Miss / Other _____		
First name			
Middle name(s)			
Last name			
Please provide details of any other names, if applicable. (e.g. Maiden name, skin name, name changed by deed poll)			
Gender	<input type="checkbox"/> Female	<input type="checkbox"/> Male	Date of birth
Relationship to Applicant 1			
Residential Address			
Postal address			
Home phone		Work phone	
Mobile		Other phone	
Email			
Occupation			
Are you of Aboriginal and/or Torres Strait Islander origin?	<input type="checkbox"/> Aboriginal <input type="checkbox"/> Torres Strait Islander <input type="checkbox"/> Aboriginal and Torres Strait Islander <input type="checkbox"/> Do not identify as Aboriginal or Torres Strait Islander		
Marital status	<input type="checkbox"/> Married	<input type="checkbox"/> De facto	<input type="checkbox"/> Single
	<input type="checkbox"/> Divorced	<input type="checkbox"/> Separated	<input type="checkbox"/> Widowed
Number of dependants		Age/s of dependants	
Are these dependants stated also by Applicant 1?	<input type="checkbox"/> Yes <input type="checkbox"/> No		

Purchasing with close relative			
Relative details			
Title	Mr / Mrs / Ms / Miss / Other _____	ID documents attached? <input type="checkbox"/> Yes <input type="checkbox"/> No	
First name			
Middle name(s)			
Last name			
Please provide details of any other names, if applicable. (e.g. Maiden name, skin name, name changed by deed poll)			
Gender	<input type="checkbox"/> Female <input type="checkbox"/> Male	Date of birth	
Relationship to Applicant 1		Relationship to Applicant 2	
Address			
Postal address			
Home phone		Work phone	
Mobile		Other phone	
Email			
Occupation			
Are you of Aboriginal and/or Torres Strait Islander origin?	<input type="checkbox"/> Aboriginal <input type="checkbox"/> Torres Strait Islander <input type="checkbox"/> Aboriginal and Torres Strait Islander <input type="checkbox"/> Do not identify as Aboriginal or Torres Strait Islander		
Will this person be living in the property you are applying to purchase?	<input type="checkbox"/> Yes <input type="checkbox"/> No		
Will this person own more than 50% of the purchased property?	<input type="checkbox"/> Yes <input type="checkbox"/> No		
If no, what percentage of the property will this person own?	%		

Property details	
Address of public housing property you are applying to purchase	
Will this property be your primary residential home?	<input type="checkbox"/> Yes <input type="checkbox"/> No
Property ownership details	
Do any applicants currently own property in Australia?	<input type="checkbox"/> Yes <input type="checkbox"/> No
If yes, please list property/ies address/es.	Who is this property owned by?
	<input type="checkbox"/> Applicant 1 <input type="checkbox"/> Applicant 2 <input type="checkbox"/> Relative
	<input type="checkbox"/> Applicant 1 <input type="checkbox"/> Applicant 2 <input type="checkbox"/> Relative
	<input type="checkbox"/> Applicant 1 <input type="checkbox"/> Applicant 2 <input type="checkbox"/> Relative
Have any applicants ever owned property in Australia?	<input type="checkbox"/> Yes <input type="checkbox"/> No
If yes, please list property/ies address/es.	

Property alterations and/or additions				
Have you made any improvements to the property you are applying to purchase?				<input type="checkbox"/> Yes <input type="checkbox"/> No
If yes, please list any improvements you have made below and include relevant documents.				
Improvement description (e.g. internal painting)	Year works completed	Approved from the department?	Was this coded? (if applicable)	Cost of works (\$)
		<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> N/A <input type="checkbox"/> No	
		<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> N/A <input type="checkbox"/> No	
		<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> N/A <input type="checkbox"/> No	
		<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> N/A <input type="checkbox"/> No	
		<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> N/A <input type="checkbox"/> No	

Approval for finance	
What is your maximum purchase price for the property? (\$)	
Letter of Approval in Principle from your financial lender attached?	<input type="checkbox"/> Yes <input type="checkbox"/> No

**PART E - Declaration**

**Disclaimer**

The Department of Housing and Community Development collects only your personal information which is necessary to provide housing assistance under the *Housing Act* and its regulations.

If you do not provide the requested information we may not be able to provide you with assistance. The information collected will not be disclosed to anyone without your consent unless it is required or authorised by law in accordance with the Information Privacy Principles at Schedule 2 of the *Information Act* (NT). You have a right to access and correct the information held about you.

If you have any queries or concerns please contact the Information Access Unit on 8999 8490, email [infoact.DHCD@nt.gov.au](mailto:infoact.DHCD@nt.gov.au) or write to GPO Box 4621, Darwin NT 0801.

**Declaration by applicant/s**

Read the following sections carefully before signing.

I/We \_\_\_\_\_ (FULL NAME)  
\_\_\_\_\_ (FULL NAME)

Understand that I / we may be prosecuted under the *Housing Act* of the Northern Territory should I / we deliberately make a false or misleading statement in this application. Maximum penalty: 100 penalty units.

Confirm that I / we wish to apply to purchase the Northern Territory Government’s public housing property as detailed in this application and is intended to be my / our primary place of residence.

Understand that the Department of Housing and Community Development will complete an assessment of the property I / we are applying to purchase to decide if the property will be available for me / us to purchase.

Acknowledge I / we do not have the right to appeal the Department’s decision to not sell a property and in no way does this application guarantee me / us the right to purchase a Northern Territory Government owned property.

Have had these responsibilities explained to me / us and understand I / we will be required to confirm and update the information contained in this application.

<b>Applicant 1 Name</b>			
<b>Applicant 1 Signature</b>		Date	
Witness Name			
Witness Signature		Date	
<b>Applicant 2 Name</b>			
<b>Applicant 2 Signature</b>		Date	
Witness Name			
Witness Signature		Date	