

Government Employee Housing

Application for Accommodation



Please complete questions 1 to 10 using block print with an inked pen. Allocation of a property is subject to agency approval. Failure to complete all sections may nullify your application.

Please contact the Housing Allocations Officer at DPTI, Government Employee Housing (GEH) on 1800 804 713 should you need further assistance completing this form.

Alloc No: _____

1 PROPOSED LOCATION FOR HOUSING

Place of Work (eg name of school/Station):

DATE HOUSING REQUIRED:

2 APPLICANT DETAILS

Title Mr Mrs Ms Miss

Surname Other Names

Date of Birth / /

Employing Department

Employee Status: Permanent Temporary Casual Contract

Payroll / ID no:

Your application may be delayed if you do not have a payroll / ID number

3 OTHER PERSONS TO BE HOUSED ON A PERMANENT BASIS WITH THE

APPLICANT *Incorrect information may constitute grounds for cancellation of application or future termination of tenancy*

Surname	Other Name/s	Age	Gender	Relationship	Occupation
.....
.....
.....
.....

If insufficient space please attach a separate page

4 CONTACT DETAILS Please state email address (preferred method of contact) & tel number(s), & address where you can be contacted with an offer of housing. It is important GEH is able to contact you at short notice and as such may provide this number to its agents, if GEH or its agent is unable to contact you key handover and maintenance may not be carried out in a timely manner.

EMAIL :

Address: P/code

Mobile: Tel:

5 TYPE OF ACCOMMODATION REQUIRED

Please indicate the accommodation that is suitable to your needs:

- 2 bedroom** (singles & couples) **3 Bedroom** (Families with 1 or 2 dependant children) **4 Bedroom** (larger families)

Every effort will be made to provide accommodation to suit your family needs from available housing stock however, Government Employee Housing cannot guarantee being able to accommodate large volumes of furniture and other personal effects.

Are you willing to share accommodation with another applicant?

No (go to Q6)

Yes please provide any information that may assist us in determining compatibility with other tenants eg age, gender, smoking

6 GARDEN REQUIREMENTS

What is your preference for the extent of garden and grounds associated with your accommodation?

- Normal house block Small/Unit block No preference

7 Please state any other circumstances which you consider support your application. (If insufficient space provided, please attach a separate report).

.....

8 DO YOU HAVE ANY PETS? If so, please supply details, ie type, size, breed, how many, age (some leased properties have restrictions with regard to pets)

.....

9 a) Do you, or does a person to be housed with you on a permanent basis, own, have an interest in or are in the process of purchasing property within 40 kms of the locality applied for?

- Yes No

b) Do you, or does a company of which you are a director or shareholder, own, have an interest in or are in the process of purchasing a property within 40 kms of the locality applied for?

- Yes No

c) Do you, or does a trust of which you are a beneficiary, own, have an interest in or are in the process of purchasing a property within 40 kms of the locality applied for?

- Yes No

If, during your occupancy of Government Employee Housing, you, your partner, dependant, a company of which they are a director or shareholder, or a trust of which they are a beneficiary purchases a property within 40 kms of your work location, you must advise the Housing Officer, DPTI Government Employee Housing immediately

10 DECLARATION

1. I declare that the above information is correct in every detail.
2. I acknowledge that if the information I have provided is false I may be subject to disciplinary action or prosecution.
3. I accept that the housing allocation is made strictly in accordance with the Allocation Policy & Procedures of Dept for Planning, Transport & Infrastructure (DPTI), Government Employee Housing.
4. I will advise DPTI Government Employee Housing of any change of circumstances affecting information provided in section 9, during my tenancy.

Signed

Dated/...../.....

OFFICE USE ONLY**11 EMPLOYER'S CERTIFICATION** *This section can only be signed by delegated officers as it is binding on your Department*

The above-mentioned employee is eligible for housing at:

In accordance with the current housing guidelines of the Department for

The employee is Permanent Contract Other The position is Existing New

Removal expenses are the responsibility of the Department / Tenant.

All assessed subsidy charges (and vacancy charges where applicable) will be met by the Department.

SIGNED: **DATED**/...../.....**NAME:** **TITLE**
(Authorised Officer)**TELEPHONE :****12 FORWARD APPLICATION TO:****Email:** DPTI.GEAdmin@sa.gov.au**Mail:** DPTI, Government Employee Housing
GPO Box 967
ADELAIDE SA 5001**Fax:** 08 8226 5433**Please note that all information supplied to Government may be the subject of a Freedom of Information application. In the case of your personal information, you will be consulted prior to any release and you will have the opportunity to decline release.**