



**APPLICATION FOR RESIDENTIAL TENANCY FOR  
THE JAMES AND JESSIE BROWN COTTAGES**

**The Landlord:** Kalyra Communities  
PO Box 196  
Blackwood SA 5051 belairreception@kalyra.org.au

**Affordable Housing Officer;** Sonja Lal Ph 8278 5444 Mob 0438 655 700 Fax 8278 3944

**The Premises:** Please select the location/s that the Tenant wishes to apply for:

- Mansfield Park;** 18 Chapman Road
- Findon;** 4 Winona Street
- Campbelltown;** 30 Wicks Avenue
- Clovelly Park;** 21 Ash Avenue
- Crafers;** 2-4 Fullgrabe Drive

Note; for details of current vacancies, rate of rent and bond amount please contact the Affordable Housing Officer.

**The Applicant/Tenant:**

I hereby apply to the Landlord for a tenancy with the Kalyra Communities and supply the following details:

Full Name: (Mr/Mrs/Ms/Miss) \_\_\_\_\_

Current Address \_\_\_\_\_ Postcode \_\_\_\_\_

Age: \_\_\_\_\_ years      Date of Birth: \_\_\_\_\_

Drivers Licence No. \_\_\_\_\_ Car Registration No. \_\_\_\_\_

Telephone Numbers: Home: \_\_\_\_\_ Mob: \_\_\_\_\_

Pension Type: \_\_\_\_\_ Pension No. \_\_\_\_\_

Time at present address: \_\_\_\_\_ months/years

Previous address (if less than 2 years at present address) \_\_\_\_\_

\_\_\_\_\_

**Rental History:**

Current Landlord/Agent (if no current Landlord, name of previous Landlord/Agent)

Name: \_\_\_\_\_

Address: \_\_\_\_\_

Telephone: Home: \_\_\_\_\_ Work: \_\_\_\_\_

Reason for vacating current premises: \_\_\_\_\_

**Personal/Business/Key Worker Reference:**

1. Name \_\_\_\_\_ Address: \_\_\_\_\_

Address: \_\_\_\_\_ Telephone \_\_\_\_\_

2. Name \_\_\_\_\_ Address: \_\_\_\_\_

Address: \_\_\_\_\_ Telephone: \_\_\_\_\_

Name and Address of nearest relative/friend (in case of emergency) \_\_\_\_\_

Relationship: \_\_\_\_\_ Telephone: \_\_\_\_\_

**Your support Agency/Carer (if applicable)- To be filled out by Agency/Carer:**

We ..... (The Agency/Carer) located at

Phone ..... Fax.....

Email address.....

Support the Tenancy Application for.....

With ..... As the person responsible to provide support to the Tenant

And furthermore

We understand that as part of any successful application that the Tenant must be supported on the following basis and failure to do so will result in the termination of the Tenancy

1. The Carer will meet with or visit The Tenant a minimum of once every 4 weeks.
2. The Carer will contact The Tenant via phone a minimum of once every 2 weeks.
3. The Carer will ensure that The Tenant upon commencement of a Tenancy, has been provided with sufficient food, clothing and furnishings to commence their Tenancy.
4. Should the Tenant be required to take medication under a current Community Treatment Order, The Carer shall notify the Affordable Housing Coordinator immediately if the Tenant ceases to comply with the Community Treatment Order.
5. The Carer shall notify The Trust immediately if it is found that The Tenant is in breach of their Tenancy Agreement in any way or if The Tenant is finding difficulty in living independently.
6. If the Tenancy Agreement is required to be terminated, The Carer will assist The Tenant in finding alternative accommodation prior to the termination taking effect.
7. Should The Carer or their representative cease care of The Tenant then The Trust shall require details of the new Carer in writing 21 days prior to this taking effect. In the case of a change of the Representative of the Carer The Trust shall be notified on or before this change takes effect via phone, email or writing.

For The Tenants Tenancy Agreement to continue then it shall be subject to any New Carer signing a new Agreement for ongoing Client Support.

**Signed for and on behalf of the Agency/Carer**.....

**On this                      day of    20**

**I confirm and acknowledge that:**

1. The information contained in the Application is true and correct.
2. I am over the age of 18 and that rental payments are within my means.
3. I will pay a Security Bond equal to 4 weeks rent Plus two (2) weeks rent in advance in cash or by bank cheque before taking possession of this property.
4. I understand and accept that immediately upon advice from the Landlord of acceptance of this Application and the offer from the Landlord of suitable accommodation agreeable to me, that prior to entering into the accommodation that I will undertake to enter into a written Residential Tenancy Agreement as shown to me in the form issued by the Kalyra Communities together with any rules and conditions therein before occupying the Premises.
5. I agree and accept to abide by the attached Residents Rules should my application be successful
6. In the event of any conflict between the Terms of this Application and the Terms of the Residential Tenancy Agreement then the terms of the Residential Tenancy agreement will apply.
7. Only the person named on this Application will reside permanently at the property.
8. I hereby authorise the Landlord to make any necessary inquiries to verify the information relating to my pension, rental history and references.
9. I will provide proof of identity as required by the Landlord

**Note;**

Tenancies are exclusively for people on a Government Pension under the terms of the James Brown Memorial Trust Incorporation Act 1990 (Kalyra Communities) who are aged or infirm or who lack sufficient means or who are otherwise in need of charitable assistance. The longevity of this tenancy will be reviewed after your support has expired.

**Signed by the Applicant/Tennant**.....

**On this .....day of .....20**

**Please attach a copy of your last Centrelink Statement**

## James and Jessie Brown Cottages Residents Rules

### Note all rules apply to Tenants Guests with the Tenant responsible for their behaviour

1. The Tenant shall not smoke inside the accommodation.
2. No Tenant shall allow any person other than the intended occupant notified to the Landlord prior to the commencement of this Agreement to remain on the Premises overnight
3. No Tenant shall use or permit the Property to be used for an illegal or unauthorised purpose
4. No Tenant shall cause or permit a nuisance or any interference with the reasonable peace, comfort or privacy of any person who resides in the immediate vicinity of the Property.
5. Tenants shall maintain reasonable noise levels from their Flat, including televisions and stereo systems, so they are not audible by adjoining Tenants
6. Tenants shall peaceably use and occupy the premises as living quarters only.
7. Tenants shall allow access to the premises at all reasonable times to any person authorised by Kalyra Communities including those persons outlined in any Agreement for Ongoing Client Support.
8. Tenants shall notify the Affordable Housing Officer of any necessary repairs and further, not affect any repairs unless so authorised.
9. Tenants shall not deposit any rubbish around the Premises or neighbouring Premises other than in the bin provided for the purpose
10. Tenants shall not keep any animals or birds in their accommodation unless agreed by the Kalyra beforehand.
11. Tenant shall not affix any fixture or make any renovation, alteration or addition to the premises nor remove any fixtures or fittings such as smoke detectors.
12. Any negligent damage caused to the premises or the surrounds shall be repaired by Kalyra at the Residents expense.

**PERSONAL INFORMATION CONSENT  
(COTTAGES)**

FORM NUMBER	A 69
ISSUE NO	3
FIRST ADOPTED	January 2001
THIS REVIEW DATE	March 2015
NEXT REVIEW DUE	March 2018

I consent to Kalyra Communities collecting Personal Information about me relevant to both my Tenancy Application and Tenancy (should the application be successful). I understand that the purpose of the collection of this information is required to assist in providing and maintaining accommodation at the Trust's James and Jessie Brown Cottages

I understand the organisation may use the information for purposes related to their services and may disclose information to other persons such as Carers, Caseworkers or Organisations which require the information to provide and maintain my Tenancy. I have no objection to this.

If requested, I understand that a copy of the Kalyra's Privacy and Confidentiality Policy can be posted to me by contacting Kalyra by phoning 08 8278 5444

Specifically, I do not wish the following persons to have information disclosed to them.

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 .....

I have signed this consent after:

- (a) A member of Kalyra Communities has explained to me of the need for information about me to be collected, the nature of that information the purposes for which it will be used and how it will be protected;
- (b) I have had explained to me my rights to verify information held about me and my rights to access that information;
- (c) I believe that I fully understand my rights to privacy in respect of information collected, used and disclosed about me and my rights of access to that information.

.....  
 Signature of Applicant

Dated: This ..... day of .....20 .....