

## **Bond Loan Scheme**

### **What is a Bond Loan?**

Bond Loans are interest-free loans that can be used to cover the cost of the bond. You can only use these loans for bonds; they cannot be used for rent in advance or moving costs.

The Bond Loan must be paid back at the end of your tenancy. If some of the bond is withheld because of unpaid rent or damages, you are still required to repay the full amount of the loan.

### **You are eligible to receive a Bond Loan if:**

- You meet the Bond Loan income and asset eligibility limits
- You are a permanent resident of Australia
- Your share of the rent does not exceed 55 per cent of your gross weekly income (before tax)
- You do not own or part-own a house, flat or unit
- All outstanding charges from previous or current public tenancies have been paid in full.

There are exemptions to these criteria. Please contact your local Housing Officer for further information.

### **Amount of Bond Loan**

The amount of money you can borrow is determined by the number of bedrooms in the property you will be renting. In some cases, a study or separate dining room can count as a bedroom.

We determine your share by dividing the total bond amount for the property by the number of adults living with you. For example, if you are renting a four bedroom house with three other people, your share of the Bond Loan would be \$250.00

<i>Number of Bedrooms</i>	<i>Maximum you can borrow</i>
<b><i>One or bedsit</i></b>	\$700
<b><i>Two</i></b>	\$800
<b><i>Three</i></b>	\$900
<b><i>Four or More</i></b>	\$1200

### **How to apply for a Bond Loan**

You can apply for a Bond Loan at your nearest Housing Office by completing a Bond Loan Application Form.

You can apply by yourself, as a couple, or as part of a shared household. If you are going to be living in a shared household, everyone should apply together. Different members of the same household cannot apply at different times.

Do not pay any monies to the owner or agent before your bond application has been assessed. Except in special cases, we cannot refund the bond amount to you if you have already paid it to the owner or agent.

You cannot apply until your landlord or estate agent has approved your application to rent a particular property. The property you wish to rent must be in Victoria. To show that you have been accepted to rent a property, your Bond Loan application must include a copy of the tenancy agreement (lease) or a letter from the agent or owner, which states:

The name and address of the owner or agent

Their contact telephone number

The names of everyone to be housed

The address of the property

The amount of rent and bond required

The tenancy start date

The number of bedrooms in the property

**What else you will need:**

Everyone listed in the application must provide suitable identification as well as documentation that shows their income and assets.

Each applicant must provide:

Identification

One form of identification with your photograph and signature. For example; passport, credit card, Health Care Card etc.

Income

If you receive an income from Centrelink, Veterans Affairs or Austudy:

- A current letter from Centrelink, Veterans Affairs or Austudy showing the type and amount of income received. This letter must not be more than two weeks old.

If you are a wage earner:

- Pay slips or a wage statement signed by the employer showing the gross (before tax) income for the last 13 weeks or from the date of employment if employed less than 13 weeks.

If you are self-employed:

- A standard profit and loss statement, a copy of your income tax submission and balance sheet for the previous financial year and documentation for any other income you receive.

Bank Balance

A copy of your bank book or bank statement. The statement must not be more than two weeks old. ATM receipts are acceptable if your card number appears on the print-out and you can show that you are the cardholder. If you have any other assets, you must also provide statements showing their value.

## **Income and asset eligibility limits**

**\*\* Limits subject to frequent change**

<i>Household type</i>	<i>Income limit (gross) \$per week</i>	<i>Asset Limit</i>
<i>Single person</i>	\$339	\$1,300
<i>Couple, no dependants</i>	\$565	\$1,300
<i>Family, (1 or 2 parents) with 1 child</i>	\$599	\$1,300
<i>Family, (more than 4 children)</i>	\$34 for each extra child	\$2,100
<i>Group Household made up of two persons</i>	\$339 for each person	\$1,300
<i>Group household made up of 3 or more persons</i>	\$339 for each person	\$2,100

### **When do you receive the Loan?**

If your application is approved, a cheque made payable to the Residential Tenancies Bond Authority will be given to you or sent directly to the landlord or agent. The cheque will be accompanied by a Bond Lodgement Form, which the landlord will use to lodge the bond with the Residential Tenancies Bond Authority.

### **Repaying the Loan**

At the end of your tenancy your landlord or agent will apply to the Residential Tenancies Bond Authority for the bond money to be repaid to your Housing Office. If your landlord withholds some of the bond because of unpaid rent or damages, you are still required to repay your share of the loan.

If you think your application is assessed incorrectly, you may appeal the decision. Appeal forms are available from your local Housing Office.

**Further information is available from your local Housing Office or on the Internet: <http://www.dhs.vic.gov.au/housing>.**

## Bond checklist

Before lodging your application for Bond Assistance please make sure that you have the following documentation.

- The name and address of the owner or agent
- Their contact telephone number
- The names of everyone to be housed
- The amount of rent and bond required
- The tenancy start date
- The number of bedrooms in the property
- Identification
- Income details
- Bank balance
- If you own land or property you will need a letter from a Solicitor advising that property settlement has not been completed and that you are not receiving any income from the property
- If you are sharing the property with another person who is not applying for assistance they will need to complete a statutory declaration stating that they are responsible for the other share of expenses

### **You will NOT be eligible for a bond loan if:**

If the bond has already been paid, you cannot be reimbursed.

All previous bonds must have been repaid before further assistance can be granted.

You have been a tenant of the Office of Housing (a public tenant) before and you still owe rent or maintenance charges.

Your assets exceed:

\$1,300 for a single person, family with one child, a group household of two people

\$2,100 for a family with more than one child, or a group household of three or more people.

The rent will be 55% or more of your gross weekly income.

You own land or property.

Your closest Office of Housing is:

<i>Suburb</i>	<i>Office of Housing - Address</i>	<i>Phone Number</i>
<b>Cheltenham</b>	4-10 Jamieson Street, Cheltenham, 3192	9581 7099
<b>Dandenong</b>	311-319 Lonsdale Street, Dandenong, 3175	9767 8777
<b>Frankston</b>	1 <sup>st</sup> Floor, 431 Nepean H'Way, Frankston, 3199	9784 3200
<b>Richmond</b>	112 Elizabeth Street, Richmond, 3121	9429 5174