

Application for an additional occupant

You should complete this form if you would like to add a member to your household who was not there when you began your rental agreement.

Your details

Renter	
Address	

Details of new occupants



Attach proof of identity for each person

Full name	Gender	Date of birth	Relationship to you

Are any of these people currently on the Victorian Housing Register?	☐ Yes ☐ No
If yes: Do they wish to remain on the housing register?	☐ Yes ☐ No
Have any of these people ever been renters of SGCH or SGCH Victoria?	☐ Yes ☐ No
If yes: What was the address of the property?	
Do any of these people have a disability or ongoing medical condition?	☐ Yes ☐ No
If yes:  Attach proof of disability or medical condition	

Name of person with disability/medical condition	Disability/medical condition

Do any of these people receive ongoing support from an organisation, program or individual? ☐ Yes ☐ No

Name of person receiving support	Support provider	Contact phone number

Privacy Notice

We (SGCH Victoria Limited and its related corporate bodies) collect and use personal information about you to deliver our services to you, including processing your application, managing your tenancy, and communicating with you. We may also collect and use personal information about you for reporting purposes to meet our contractual, legal or regulatory obligations, and as otherwise described in our Privacy Policy. We may be required by Housing Act 1983 (Vic) and other contractual or regulatory requirements to collect certain personal information to verify your identity, confirm eligibility and assess your requirements.

We may disclose personal information about you to third parties, for the purposes described above. We may also disclose personal information about you to other third parties where you have given us permission, or if we are legally required or authorised to do so.

We may also collect, use and disclose health information or other sensitive information about you for the purposes described above. We may disclose health information to relevant government agencies in Victoria. Where we collect this information about you, we will obtain your consent to do so, unless otherwise permitted or required by law. If you choose not to provide your personal information to us, we may not be able to process your application or provide services to you.

Our Privacy Policy has information about how you can access and/or correct personal information we hold about you and how you can make a privacy complaint. You can read our Privacy Policy and get more information about privacy from our website www.sgch.com.au or by calling our office on 1800 573 370 or by emailing privacyofficer@sgch.com.au.

Declaration and signature

I want to request the approval of the above-mentioned people to be housed with me.
I understand that if my rent is calculated according to my household income, this rent will be re-calculated to include the income of any additional occupants.

Signature:

Date:

Once complete, you can submit this by email, post or in person at any of our offices.

Email: victoria@sgch.com.au

Office: Level 2B, 818 Whitehorse Road, Box Hill, Victoria, 3128