

## Creating Connections Private Rental Brokerage Referral Form

**Date of Referral** \_\_\_\_\_

**Client Details**

Given Name: \_\_\_\_\_ Family Name: \_\_\_\_\_

Identified Gender:  Male  Female  Other \_\_\_\_\_ Date of Birth: \_\_\_\_\_

Preferred Pronouns: \_\_\_\_\_  
(eg: she, her, hers/ they, them, theirs) \_\_\_\_\_

Identifies as:  Aboriginal  Torres Strait Islander  
 Both  Neither

Country of Birth:  Australia  Other: \_\_\_\_\_ Year of Arrival: \_\_\_\_\_

CALD:  Yes  No Language at home:  English  Other: \_\_\_\_\_

**Contact Details**

Phone Number: \_\_\_\_\_

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

Children's Names and Ages: \_\_\_\_\_

**Address Detail**

Street: \_\_\_\_\_ Suburb: \_\_\_\_\_

State: \_\_\_\_\_ Postcode: \_\_\_\_\_

**Emergency Contact**

<u>Given Name</u>	<u>Family Name</u>	<u>Contact No</u>	<u>Relationship</u>



## Referral Details

Organisation: \_\_\_\_\_ Program: \_\_\_\_\_  
Referrer's Name: \_\_\_\_\_ Job Title: \_\_\_\_\_  
Phone Number: \_\_\_\_\_  
Email Address: \_\_\_\_\_  
Comment: \_\_\_\_\_

## Other Linked In Services

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## Current Accommodation

Description: \_\_\_\_\_  
Rent Amount: \_\_\_\_\_  
Tenancy Issues: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

## Employment

Occupation: \_\_\_\_\_  
Employment Conditions: F/T  P/T  Casual  Permanent

## Income

Fortnightly Income: \_\_\_\_\_ Income Source: \_\_\_\_\_  
CRN: \_\_\_\_\_

**Debts**

Tenant Database Listing	Yes/No/Unknown
Details	
Public Housing Debt	Yes/No/Unknown
Private Housing Debt	Yes/No/Unknown
Rent Arrears	Yes/No <span style="float: right;">If yes, how much: \$</span>
Other Debts	
Repayment Plan/s	Yes/No/Unknown
Details	

**Education**

Enrolled In:     School     TAFE     University

Course: \_\_\_\_\_

Expected Date of Completion: \_\_\_\_\_

Future Plans: \_\_\_\_\_

**Housing Plan**

Type of Dwelling    House \_\_\_\_\_ Unit \_\_\_\_\_

Number of Rooms \_\_\_\_\_

Type of Tenancy    Single Occupancy \_\_\_\_\_ Shared Accommodation \_\_\_\_\_

Price Range \_\_\_\_\_

Suburbs \_\_\_\_\_

How will the client pay for    Bond \_\_\_\_\_

                                         Rent In Advance \_\_\_\_\_

                                         Essential Whitegoods \_\_\_\_\_

**Main Reason for Referral/ Comments:**

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_



**Needs Assessment**

Legal Issues:

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Drug & Alcohol

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Mental Health

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Disability

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Health Issues

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Living Skills

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Family Relationships

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Gambling

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Cultural

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Support

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