



Residential sublease application form

This application form is to be completed by individuals seeking to enter into a Sublease with the Office of Township Leasing for the purpose of either purchasing or building their own home.

About the Office of Township Leasing

The position of Executive Director, Township Leasing (EDTL) has been established to enter into and administer township leases on Aboriginal land in the Northern Territory. The township leasing scheme enables Aboriginal land owners to issue long term leases over their land to allow more normalised land tenure arrangements and to promote economic development.

Among other things, the functions of the Executive Director are:

to enter into, on behalf of the Commonwealth, leases under section 19A of the Aboriginal Land Rights (Northern Territory) Act;

to administer leases and subleases and other rights and interests derived from such leases, in accordance with their terms and conditions; and

to perform any other functions that are prescribed by the regulations, related to the above two functions.

How to complete this form

Print the attached form. To complete this form fill in the grey fields and check boxes.

If you require assistance completing this form please contact the Office of Township Leasing Enquiries and Sublease Applications should be directed to:

Assistant Director
GPO Box 3671
Darwin NT 0801
Ph: (08) 8936 0462
Fax: (08) 89360455

APPLICATION FOR RESIDENTIAL SUBLEASE

Part 1: APPLICANT DETAILS

APPLICANT ONE

APPLICANT TWO

| | | | |
|-------|---------|-------|---------|
| Title | Surname | Title | Surname |
|-------|---------|-------|---------|

| | |
|-------------|-------------|
| Given Names | Given Names |
|-------------|-------------|

| | |
|--------------|--------------|
| Former Names | Former Names |
|--------------|--------------|

| | |
|---------------|---------------|
| Date of Birth | Date of Birth |
|---------------|---------------|

| | |
|----------------|----------------|
| Marital Status | Marital Status |
|----------------|----------------|

| | |
|------------------|------------------|
| No of Dependants | No of Dependants |
|------------------|------------------|

| | | | |
|------------------------------------|--------|------------------------------------|--------|
| Aboriginal /Torres Strait Islander | Yes/No | Aboriginal /Torres Strait Islander | Yes/No |
|------------------------------------|--------|------------------------------------|--------|

Current Residential Address

Current Residential Address

| | |
|-------------------------|-------------------------|
| <hr/> <hr/> <hr/> <hr/> | <hr/> <hr/> <hr/> <hr/> |
|-------------------------|-------------------------|

Postal Address

Postal Address

| | |
|-------------------------|-------------------------|
| <hr/> <hr/> <hr/> <hr/> | <hr/> <hr/> <hr/> <hr/> |
|-------------------------|-------------------------|

| | |
|------------|------------|
| Work Phone | Work Phone |
|------------|------------|

| | |
|------------|------------|
| Home Phone | Home Phone |
|------------|------------|

| | |
|--------|--------|
| Mobile | Mobile |
|--------|--------|

| | |
|-------|-------|
| Email | Email |
|-------|-------|

Details of dependants/other occupant/s

| | |
|------------|------------|
| Name _____ | Name _____ |
| Name _____ | Name _____ |
| Name _____ | Name _____ |

PART 2: OWNERSHIP DETAILS

| | |
|---|----------|
| Do you or your partner currently own a home in Australia? | Yes / No |
|---|----------|

| | |
|--|----------|
| Have you or your partner previously owned a home in Australia? | Yes / No |
|--|----------|

| | |
|--|----------|
| Do you intend to reside in the dwelling? | Yes / No |
|--|----------|

PART 3: PROPERTY DETAILS

Address of Property *you intend to buy*

A. If Established House

| | |
|----------------|-------------------|
| Lot No. _____ | Street Name _____ |
| Township _____ | Post code _____ |

| | | |
|--|-------|--------|
| How long have you lived at this address? | Years | Months |
|--|-------|--------|

Tenant Improvements

(Please list all the improvements you have made to your community housing dwelling) *Attach page to back of application if additional space is required*

| |
|-------|
| _____ |
| _____ |
| _____ |

B. If seeking a vacant lot for construction of residential property

(Complete only if you are seeking enter into a private building contract to construct a residential dwelling. Please note this option is subject to availability of lots)

| | |
|------------------------------|---------------------|
| Lot No (if applicable) _____ | Suburb _____ |
| Township _____ | Other Details _____ |

PART 4: AUTHORISED REPRESENTATIVES

Details of any person/s that Office of Township Leasing may share your personal information with in relation to this application (May be friends, family member, solicitor or financial institution)

Representative 1

Representative 2

| | |
|---------------------|---------------------|
| Name | Name |
| Address | Address |
| Email | Email |
| Contact Details | Contact Details |
| Relationship to you | Relationship to you |

DECLARATION

I / We hereby apply to purchase a residential sublease as outlined above..

I / We confirm that the information contained in this application is true and correct.

I / We confirm that the property described in this application is intended to be occupied by me / us as my / our principal place of residence.

I / We confirm that I / we will pay all outstanding rent, maintenance charges, excess water charges and any other relevant charges owed to the relevant community housing authority before settlement on the property can take place.

I / We acknowledge that during the assessment of my / our purchase application maintenance on my / our dwelling may be restricted to essential Health, Safety and Security matters only as any significant enhancements to the property may effect the valuation provided.

I / We request the Office of Township Leasing to seek a valuation of the described property and provide a formal offer of sale for the lot/community house.

| | | | |
|-----------|-------|-----------|-------|
| Signature | _____ | Signature | _____ |
| Names | _____ | Name | _____ |
| Date | _____ | Date | _____ |

The information contained in these forms is collected by Office of Township Leasing for the purpose of determining eligibility to purchase community housing under the terms and conditions of relevant Township head lease and for statistical purposes and will be stored by the Office of Township Leasing.

Disclosing your personal information is necessary to assess your application to purchase. Failure to provide the information in full may result in application being unable to be processed.

Please forward your completed application to;

Assistant Director
Office of Township Leasing
GPO Box 3671
Darwin NT 0801
Fax | 08 8936 0455
Ph | 08 8936 0462

Office use only

| | |
|-------------------------------------|-------|
| <i>Date Received</i> | _____ |
| <i>Eligibility</i> | _____ |
| <i>Valuation requested</i> | _____ |
| <i>Sale price advised</i> | _____ |
| <i>Letter of Offer/Decline sent</i> | _____ |
| <i>Offer expiry date</i> | _____ |