

**What is the 'New Housing Entity'?**

Jabiru Kabolkmakmen Ltd has been approved by Gundjeihmi Aboriginal Corporation Jabiru Town as the New Housing Entity (NHE) as defined in the Jabiru Sub Lease Allocation Plan (SLAP). This plan describes the approach of the Mirarr Traditional Owners when administering the township of Jabiru. The SLAP supports fair and transparent opportunity for current and future residents, investors and supports services for the wider region.

The SLAP requires all residential lots that are not managed by a qualifying employer or agency, to be managed as part of a centralised rental housing pool by the New Housing Entity, now approved as Jabiru Kabolkmakmen Ltd.

Sub-leases for transit (short and medium term furnished and serviced) accommodation will be held by the New Housing Entity as a non-residential commercial sub-lease and will be available for use by all organisations in town to complement transit visitor, staff and contractor accommodation needs for periods up to six months which may be renewed.

In managing the centralised pool of housing assets, Jabiru Kabolkmakmen Ltd is focussed on supporting ongoing economic and business growth by ensuring that businesses and organisations in the region have available, accessible and appropriate housing for their staff. In addition, the New Housing Entity is focussed on supporting the following Housing Objectives:

- meeting Traditional Owner expectations – Mirarr have expressed a desire for housing to be centrally managed under the s19A township lease and that access to housing continue to be linked to employment;
- normalizing the housing market in Jabiru;
- supporting fair and equitable access to housing to enable ongoing economic and business growth by ensuring that businesses and organizations in the region have available, accessible and appropriate housing for their staff; and
- providing continuity during the town's transition.

***Meeting the criteria for the New Housing Entity***

Jabiru Kabolkmakmen Ltd is a not-for-profit organisation with a capacity to re-invest earnings from the management of residential lots into the improvement, renovation, construction, management and furnishing of existing assets and into building or raising finance for new residential infrastructure including transit accommodation.

Jabiru Kabolkmakmen Ltd will not provide commercial tourist accommodation that directly competes with other providers in Jabiru for a period of ten (10) years at which time the prohibition will be reviewed.

Jabiru Kabolkmakmen Ltd is a licensed real estate agency with REINT membership and can offer special arrangements to manage residential lots on behalf of another Approved Managing Entity.

***New Housing Entity – Access to Housing Policy***

Jabiru Kabolkmakmen Ltd will manage long-term tenancies in accordance with our Access to Housing Policy that has been endorsed by Gundjeihmi Aboriginal Corporation Jabiru Town. This Policy provides an overview of how Jabiru Kabolkmakmen Ltd will manage its housing stock through application, allocation, renewal and usage, to ensure that Jabiru Kabolkmakmen Ltd balances the need to encourage and support a healthy housing market with the objective of sustaining the local population, and diversifying and growing the regional economy and local jobs.

Jabiru Kabolkmakmen Ltd will manage houses in accordance with the following three principles, as set out in the Sub-Lease Allocation Plan:

(a) rents charged will be fair and reasonable for the standard and size of the accommodation.

(b) a standard scale of rents will be applied equitably across the town to ensure fair access to housing and to ensure no anti-competitive impacts on the costs of services dependent on housing availability.

(c) rents will be subject to indexation. Rents will be indexed in accordance with the Northern Territory Residential Tenancies Act.

### **Who should complete this form?**

Any organisation or business who requires residential accommodation located in Jabiru for their staff, contractors or consultants should complete this form.

### **Applicant**

For the purposes of this form, the applicant is the employing or contracting organisation. Jabiru Kabolkmakmen will enter into tenancy arrangements with employing organisations with the expectation that they will enter into agreement with their staff based on internal housing policies.

### **Occupant**

For the purposes of this form, the occupant will be the employee, contractor or consultant nominated to live in the requested property.

### **How will the information in this form be used?**

The information provided in this form will assist Jabiru Kabolkmakmen to:

- Record and process requests for residential properties
- Maintain an up-to-date waitlist of all residential applications in Jabiru
- Assist in the assessment of applications for approval and allocation by Jabiru Kabolkmakmen
- Maintain a contact database to provide general information as required

**Please contact our office if you require assistance to complete your form.**



# RENTAL PROPERTY APPLICATION FORM

## SECTION 1 – APPLICANT (BUSINESS ENTITY)

Date of Application:

### CONFIDENTIALITY AND PRIVACY

Jabiru Kabolkmakmen Ltd will use its best endeavors to keep your Request confidential. Jabiru Kabolkmakmen is committed to the protection of your personal information and handling of that information in accordance with the Australian Privacy Principles and the Privacy Act 1988 (Cth) (Privacy Act). Jabiru Kabolkmakmen will collect personal information about you, in the course of you completing this Request Form and (if applicable) in the course of your tenancy. Jabiru Kabolkmakmen’s Privacy Policy sets out its procedures for the handling of personal information, and information on seeking access or correction, and about making a complaint, including how complaints will be handled. Should you require a copy of this policy, please email [property@jabirukabolkmakmen.com.au](mailto:property@jabirukabolkmakmen.com.au). By providing Jabiru Kabolkmakmen with personal information about a third party (e.g. a primary contact) you warrant that that person consents to Jabiru Kabolkmakmen collecting and handling their personal information in accordance with its Privacy Policy.

### 1A APPLICANT DETAILS

1.01 Legal Name of Applicant (Business Entity) <input type="text"/>	1.02 Trading As <input type="text"/>
1.03 ABN / ACN <input type="text"/>	1.04 Postal Address <input type="text"/>
1.05 Street Address <input type="text"/>	1.06 Year Established <input type="text"/>
1.07 Current Workers Compensation <input type="text"/>	1.08 Current Public Liability Insurance <input type="text"/>
Yes / no	Yes / no

### 1B PRIMARY CONTACT DETAILS (Person authorised to act on behalf of entity regarding rental property matters)

1.09 Full Name: <input type="text"/>	1.10 Position: <input type="text"/>
1.11 Phone/mobile: <input type="text"/>	1.12 Email: <input type="text"/>

### 1C ACCOUNTS CONTACT DETAILS (if different to section 1B)

1.13 Full Name: <input type="text"/>	1.14 Position: <input type="text"/>
1.15 Phone/mobile: <input type="text"/>	1.16 Email: <input type="text"/>

1.17 Please indicate if you would prefer rental receipts to be sent to the PRIMARY contact and/or ACCOUNTS contact

<input type="checkbox"/> ## Primary#	<input type="checkbox"/> ## Accounts#
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**END OF SECTION 1**

Date of Application: 20 February 2023

### SECTION 2 – UNDERSTANDING THE APPLICANT’S BUSINESS NEEDS AND CURRENT BUSINESS FOOTPRINT

2.01 Provide a summary of business activities and services delivered by the Applicant:

Type here

2.02 Provide the reason for applying for this Housing Entity property/properties:

Type here

2.03 Number of Applicant employees based in Jabiru:

Select	Full-Time	Select	Part Time
Select	Casual	Select	Contract
Select	Apprentices/Trainees	Select	Other

2.04 Total number of employees, if different to 2.03:

Select	Full-Time	Select	Part Time
Select	Casual	Select	Contract
Select	Apprentices/Trainees	Select	Other

### FORECAST HOUSING DEMAND

1.05 Complete the following table with applicant organisation’s short, medium and long-term housing preferences to inform discussions about the transition of Jabiru and help provide an understanding of the overall forecast housing demand for the town. (Eg each unit in a duplex is considered 1 dwelling.)

Dwelling Type	Current	Short Term (2020 / Urgent)	Medium Term (2021-2026)	Long Term (2026+)
4 Bedroom House	Select	Select	Select	Select
3 Bedroom House	Vhđñfw	Vhđñfw	Select	Select
2 Bedroom Unit, Duplex or Townhouse	Select	Vhđñfw	Select	Select
1 Bedroom Unit	Select	Select	Vhđñfw	Select
Transit Accommodation	Select	Select	Select	Select
Short Term Accommodation	Select	Select	Select	Select
<b>Total:</b>	Select	Select	Select	Select

Other comments:

Type here

END OF SECTION 2

Date of Application:

20 February 2023

### SECTION 3 – UNDERSTANDING THE APPLICANT’S HOUSING REQUIREMENTS AND OCCUPANT DETAILS

#### 3A PROPERTY TYPE

3.01 Please indicate the type of residential property you are applying for. You may select one type or number multiple boxes in order of preference.

Type here Choose an item.

#### 3B LEASE DURATION

3.02 Please indicate preferred lease duration

Type here Choose an item.

#### 3C PROPERTY OCCUPANT EMPLOYMENT POSITION/S

3.03 Will multiple employees of the Applicant be residing in this property?

Yes / no

3.04 If YES to 3.03, please advise how many

Type here

3.05 Position/s of the employee/s who will be residing in the property

Type here

3.06 Is this application for an executive or specialist employment position?

Yes / no

3.07 Employment types of employee/s residing in the property

Select Choose an item.

3.08 Is/are employment position/s this application relates to currently vacant?

Yes – continue to section 4.01 but please note, you will be required to complete sections 3.09 to 3.19 once this information is available to you.

3.09 Is/are the proposed Occupant/s currently based in Jabiru or will they be relocating to the region?

Jabiru Based / Relocating

3.10 If relocating, please advise current location/s and expected relocation dates

Current location/s

Expected relocation date/s

3.11 If not relocating, please advise current accommodation arrangements for employee

Current Accommodation Arrangements/Address

3.12 Reasons why alternative accommodation is required

Reason for alternative Accommodation

Date of Application: 20 February 2023

**3D OTHER OCCUPANTS OF PROPERTY**

3.13 Total number of adults who will be living at the property

3.14 Total number of children (<16) who will be living at the property

3.15 Total number of pets

*In accordance with the Jabiru Town Development (Control of Dogs) By-Laws, all domestic dogs must be registered with the Council. Two dogs per residence.*

Dogs \_\_\_\_\_ Other – please provide details \_\_\_\_\_

**3E PREFERRED CONTACT DETAILS FOR OCCUPANT OF PROPERTY**

3.16 Occupant Contact Name

3.17 Occupant Phone

Type here

Type here

3.18 Occupant Email

Type here

3.19 Occupant's Emergency Contact Person Name

3.20 Occupant's Emergency Contact Person's Number (mobile preferred)

Type here

Type here

**END OF SECTION 3**

## SECTION 4 – COMPLIANCE WITH HOUSING ENTITY RENTAL PROPERTY REQUIREMENTS CHECKLIST

This section aligns with Housing Entity’s Housing Use and Access Policy and Application Procedure.

Please initial each statement as an indication of your compliance against each and ensure requested documents are attached to your application.

**Please note that Housing Entity may, from time-to-time request additional information in order to support your application.**

4.01	I confirm that all information provided in this application is true and correct and I undertake to advise as soon as practicable if any information provided materially changes.	
4.02	I confirm that the person named at item 1.07 is authorised to act on behalf of the listed Company /Organisation named at item 1.01 in relation to this Application	
4.03	I confirm that the premises are intended for staff accommodation and will not be used as the primary place of business for the Applicant.	
4.04	I confirm that correct and accurate financial data has been provided which demonstrates capacity to meet rental obligations for the requested duration of lease. <i>Note: only required to be provided on request or if the business has been operating for less than two years. Information requested may be a bank statement of the business entity clearly showing financial position and/or a letter from the business accountant.</i>	
4.05	I confirm that the rent I am charging my occupant is no greater than the rent charged by the Housing Entity.	
4.06	I confirm that the occupant/s named in section 3E are employees of the business entity and will be residing in the property. If the Occupant/s details change I will notify the managing agent in a timely fashion by completing a blank copy of Sections 3.03 – 3.19 of this document and submitting it to <a href="mailto:property@jabirukabolkmakmen.com.au">property@jabirukabolkmakmen.com.au</a> to enable the Occupants details to be kept current.	
4.07	I confirm that I have attached or previously provided proof of current Public Liability Insurance for the Company/Organisation named at item 1.01 in relation to this Application	
4.08	I confirm that I have attached or previously provided proof of current Workers Compensation Insurance for the Company/Organisation named at item 1.01 in relation to this Application.	

Signature	Date
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**END OF SECTION 4**