

Resilient Homes Fund

Hardship Certificate Application Form

This form is for homeowners registered with the Resilient Homes Fund seeking to waive co-contribution requirements for:

- Resilient Retrofit works above \$50,000
- Home Raising works above \$150,000

Please note, as co-contribution is not available under the expanded Home Raising program, including demolition, rebuild or relocate, you are unable to apply for a Hardship Certificate for these works.

A Hardship Certificate is approved once the department is satisfied all title holders for the registered property are in genuine financial hardship and are *unable to contribute* to the cost of carrying out eligible works to the registered home. To be eligible for a Hardship Certificate, all owners of the home (as listed on the property title) must show evidence of meeting one of the eligibility criteria (i.e. all owners must apply under the same criteria). The eligibility criteria are available on the Resilient Homes Fund website.

What you'll need

- Your Resilient Homes Fund reference number
- Proof of income and/or hardship for all owners of the home
- Visit the Resilient Homes Fund website for more information about eligibility and evidence to support your application.

How to submit this form

Save this form to your computer and gather all supporting evidence. Then, submit it via email or mail using the details below.

You must lodge your application for funding through the QRIDA portal before you can submit your Hardship Certificate request.

Submit by email

RHF-HardshipRequests@epw.qld.gov.au

OR

Submit by mail

Department of Housing and Public Works
Resilient Homes Fund
PO Box 626
Cannon Hill QLD 4170

Support

If you need help completing or submitting this form, call 07 3007 4485 (select option 2) on weekdays between 8am and 4pm or email RHF-HardshipRequests@epw.qld.gov.au.

Part 1: Resilient Homes Fund application details

RHF Reference Number:	RHF-_____	
Property address:		
RHF program: <i>Please tick</i>	☐ Resilient Retrofit	☐ Home Raising
Have you submitted your RHF funding application to QRIDA? <i>Please tick</i>	☐ Yes	☐ No* <i>*A funding application must be submitted before the Resilient Homes Fund can consider your application for a Hardship Certificate.</i>
Applicant name: <i>This should be the homeowner who registered their interest in the Resilient Homes Fund. Additional owners can be added in the next section.</i>	Title: Surname: Given name/s:	
Contact details:	Phone:	Email:

Are there any other owners of the home? <i>Please tick</i>	☐ No (<i>proceed to next question</i>)	☐ Yes (<i>list full names below</i>)

Are there any dependent children* in your household? <i>Please tick</i>	☐ No	☐ Yes
	If yes , how many? _____	

*A person under 18 years of age who is financially dependent on an eligible homeowner.
If a person under 18 years of age is financially independent, they are considered an adult for Hardship Certificate purposes.
** Evidence of dependent children is required (e.g. copy of Medicare Card)

Which hardship criteria are you applying under? <i>Please tick the criteria that most relates to each homeowner's circumstances.</i>	☐ Low Income	☐ Hardship Agreement with financial lender
	☐ Centrelink pension, allowance or payment	☐ Other extenuating circumstances

Evidence provided: You must provide evidence of income and/or hardship for each homeowner. Visit the RHF website for a list of evidence requirements. Applications cannot be assessed until all evidence has been received and verified. Important: remove your TFN from any supporting documentation before submitting.	<i>Please provide a list of evidence attached to your application to demonstrate that all owners of the home meet the eligibility criteria.</i>
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Part 2: Information collection notice acknowledgement and consent

We are collecting your personal information (and the personal information of other owners and members of your household) to assess your eligibility for a Hardship Certificate under the Resilient Homes Fund.

Unless authorised or required by law, your personal information will not otherwise be disclosed to any third party outside of the Queensland Government without your consent. More information about the Queensland Government's privacy policy is available on the Queensland Government's website [Privacy | Queensland Government \(www.qld.gov.au\)](http://www.qld.gov.au/Privacy).

Part 3: Homeowner/s declaration

By signing this document, I am confirming that:

- I have read and understood the above listed items in this document.
- I consent to the Resilient Homes Fund and relevant authorised persons managing my personal information in the manner described in the information collection notice, acknowledgement and consent.
- I declare to the best of my knowledge, the information that I have provided on this form is true and accurate.
- I understand that providing false or misleading information in relation to my income status could lead to legal consequences as well as the denial of my Hardship Certificate request.
- This hardship application relates to the current QRIDA funding application only.
- I will notify the Resilient Homes Fund of any change of financial circumstances that may impact eligibility for genuine hardship.

Owner 1 Name	Owner 2 Name	Owner 3 Name	Owner 4 Name
Signature	Signature	Signature	Signature
Date	Date	Date	Date