

Office Use Only

Application (please circle)

New or Transfer

General Application Number:

.....

Effective Date:

...../...../.....

April 2002

Application for Early Housing

Details of Applicant

Please complete the following

Name

Mr, Mrs, Ms

First and Middle name

Family Name

Maiden or Previous Family Name

Address

Unit/flat/house number

Street

Suburb

Postcode

Contact Tel No

Support Worker/Advocate

Contact number

If you require an interpreter,
please indicate your
preferred language

ARABIC 9280 0790

إذا كنت بحاجة إلى مساعدة في تعبئة هذه الاستمارة للإستئجار في المساكن العامة، اتصل بمكتب الإسكان المحلي. يمكننا أيضاً الترتيب لتواجد مترجم لمساعدتك.

CHINESE 92280 0791

您在填寫這份公共租賃住房表時，如果需要幫助，請和你們當地的住房辦公室聯係。我們也可以安排翻譯幫助您。

CROATIAN 9280 0792

Ako trebate pomoć kako bi popunili ovaj obrazac za dobivanje državnog smještaja, molimo kontaktirajte Vaš mjesni stambeni ured (Housing Office). Možemo organizirati tumača ako Vam je potreban.

POLISH 9280 0793

Jeśli potrzebujesz pomocy w wypełnieniu formularza podaniowego o wynajem rządowego mieszkania (public rental housing), skontaktuj się z lokalnym urzędem mieszkaniowym (Housing Office). Możemy również zorganizować dla Ciebie tłumacza.

RUSSIAN 9280 0794

Если вам нужна помощь при заполнении этой анкеты для получения государственного жилья, свяжитесь с вашей местной отделением Жилищного Управления. Мы можем также пригласить переводчика, который поможет вам.

SOMALI 9280 0795

Haddii aad u baahan tahay inaad buuxiso foormkaan Ijaarashada Guryaha Dadweynaha, la xiriir Xafiiska Dejinta ee kuugu dhow. Waxaanu kuu raadin karnaa Mutarjum ama afceliye si uu kuu caawiyao

SPANISH 9280 0796

Si necesita ayuda para rellenar este formulario para vivienda pública, contáctese con su Funcionario de Vivienda de su zona. Además podemos proveerle un intérprete para que le asista.

TURKISH 9280 0797

Kiralik kamu konutları için bu formu doldurmada yardıma gereksiniminiz olursa, bölgenizdeki Konut Ofisi (Housing Office) ile bağlantı kurunuz. Ayrıca, size yardımcı olacak bir tercümanda sağlayabiliriz.

VIETNAMESE 9280 0798

Nếu quý vị cần giúp đỡ để điền vào mẫu đơn xin thuê nhà chính-phủ này, vui lòng liên lạc với Văn-phòng Gia-cư (Housing Office) tại địa-phương. Chúng tôi cũng có thể xin một thông-dịch-viên đến giúp quý vị.

About this Form

Special symbols have been used to help you fill in this form.



means you must attach documentation



is an explanation of Office of Housing policy



is a point of note

- Step 1** Complete the form in CAPITAL letters.
- Step 2** Ensure you attach all relevant documentation.
- Step 3** Ensure that the Declaration and Consent Forms are signed.
- Step 4** Complete the Checklist at the back of the form.
- Step 5** Take or send the form with your documentation to your nearest Housing Office.

About your Application

Your application will be assessed on the basis of the information you provide, so before you fill in this form, please read it carefully. You must attach certain documents with your application. Photocopies are acceptable.

Any information you give us will remain confidential.

Some sections of the form must be completed by your support worker, care giver or health professional. Ask your Housing Office if you would like help completing the other sections.

When assessing your application, we may need to talk to your support worker or health professional. Before we can speak to them we will need your permission. To give your permission please complete the consent form at the back of this application.

When we have processed your application we will write and tell you our decision. If you do not agree with our decision you can seek a review through an appeals process.

About Special Housing

The Special Housing Needs category is for people whose current housing is unsuitable for a variety of personal, health or family reasons.

In general, to be considered for Early Housing under the Special Housing Needs category, you must:

- Have an existing general application for public housing.
- Not exceed the current Special Housing Needs income and asset eligibility limits.
- Be living in unsuitable housing.
- Look for other housing in the private rent market.
- Begin repaying any money that you still owe from a previous public housing tenancy of Bond Loan.

To find out more about Special Housing Needs, read the information brochure available from your local Housing Office or visit the web site at <http://www.dhs.vic.gov.au/housing>.

Section A General Eligibility

1. Do you already have a general application for public housing?

Yes No

What is the application number

2. Please list members of the household who will be living with you, including yourself

Family Name	First and middle name	Date of Birth	Male/ Female	Married/ Single	Relationship to applicant	Country of Birth
					SELF	
Previous Name						
Previous Name						
Previous Name						
Previous Name						
Previous Name						
Previous Name						
Previous Name						
Previous Name						
Previous Name						
Previous Name						



Each person over 15 years of age listed in the application must provide documentation which shows their identity. Any one of the following three options will be accepted.

1. One form of identification with your photograph and signature e.g. Passport, drivers license or
2. Two forms of identification with your signature, e.g. credit card, Health Care Card or
3. Two forms of identification, one with your signature the other with your photo.

3. Are you or anyone to be housed with you an Aborigine or Torres Strait Islander?

Yes No

NOTE

If this is everyone in the house, please write "ALL". Your application may also be placed on the Victorian Aboriginal Rental Housing Program.

Name

Name

4. Are you or anyone to be housed with you expecting a baby?

Yes No



Please provide a letter from your doctor stating when the baby is due.

5. If there are children listed on the application, are you the custodial parent?

Yes No



Please provide a letter from your solicitor, the family court or a statutory declaration signed by the primary care giver or custodial parent. This letter must confirm the custody arrangements and the length of time you have access.

6. Are you or anyone to be housed with you a current tenant or resident of the Office of Housing?

Yes No - go to question 8

If yes, name of person

Address of the rented property

Number of bedrooms in the rented property

Account No

7. If you are a current tenant, why do you want to transfer?

8. Have you or anyone to be housed with you been a previous tenant or resident with the Office of Housing?

Yes No

Name of person

Address of property

Reason for vacating

Date property vacated

/ / Account No

Name of person

Address of property

Reason for vacating

Date property vacated

/ / Account No

NOTE

If you have previously been evicted from public housing for breaches of tenancy, you may be ineligible to apply for public housing for 12 months.

9. Have you or anyone to be housed with you had a Bond Loan from the Office of Housing ?

Yes No

Name of person

Address of property

Bond Number Date Vacated / /

Name of person

Address of property


Bond Number Date Vacated / /

POLICY You must repay in full or enter an agreement for repayment of any money that you owe from a previous tenancy or bond loan. If your Early Housing application is approved, you will not be offered a property until you have repaid the full amount, or maintained an repayment agreement for at least 3 months.

10. Do you or anyone to be housed with you, have an application for compensation payments lodged?

For example, from Workcover, Transport Accident Commission, etc.

Yes No

 Please provide details from your solicitor or the agency where the application was lodged, confirming the date and amount of your payments.

Asset Details

POLICY You must not have assets worth more than \$1,300 (if you need 1 & 2 bedrooms) or \$2,100 (if you need 3+ bedrooms).

This limit may be raised to \$60,000 if you need major disability modifications in the home.

11. Do you or anyone to be housed with you own or part-own any real estate including; land, a house, unit, flat or commercial property?

Yes No [go to question 15](#)

Owner's name

Address of property

Owner's name

Address of property

POLICY If you own property you are generally not eligible for public housing unless it is not safe to live in, for example because of family violence and, you are unable to sell the property.

In some cases if you own property but cannot make 'effective use' of it, for example because it is uninhabitable or held in trust, your application may still be approved to a waiting list but you will not be offered a property.

12. What is the equity of the owner's share of the property?

\$



Please provide a letter from an approved valuer or solicitor, stating the market value and the owner's equity in the property. If the property is held in trust, please provide a letter from the executor of the estate. If the property is part owned, please provide information which shows the owner's share.

13. Are you able to live in the property permanently?

Yes No



Please provide documentation which explains why you cannot live in the property.

14. Is the property for sale?

Yes No



Please provide documentation from your real estate agent.

15. Do you or anyone to be housed with you have an application for a settlement in any family court regarding a property?

Yes No



Please provide documentation from your solicitor including details of ownership.

16. Do you or anyone to be housed with you have a bank account?

Yes No



Each person must provide a copy of a recent bank statement or bank account (not more than 4 weeks old). If you or other people to be housed with you have more than one bank account, statements showing all account balances must be attached.

17. Do you or anyone to be housed with you, have any of the following?

Savings

Yes No

Recreation vehicles
eg, boats.

Yes No

Mobile homes

Yes No

Shares

Yes No

Superannuation funds which can be accessed

Yes No

Stock market bonds & investments

Yes No



If yes to any of the above, please provide documentation that shows the value of these assets.

18. Do you or anyone to be housed with you receive an income?



Your income must not be more than the current Special Housing Needs income and asset limits.

These limits are available from your local Housing Office.

Income Details

Yes No

Name	Gross(before tax) weekly income	Type of income e.g. wages, age pension	Centrelink number



To confirm these incomes please provide either:

- A wage statement signed by your employer that shows the gross income received over the last 13 weeks and any other salary entitlements.
- A letter or statement from Centrelink, Veterans' Affairs or Austudy showing your payment amounts including Family Payments. The letter/statement must not be more than two weeks old.
- A profit and loss statement for the last financial year if you are self-employed.
- Documentation to confirm income from any other source, e.g. maintenance payments.

19. Did you or anyone to be housed with you migrate to Australia?

Yes No



Please provide a certificate of Australian Citizenship, a passport or confirmation of an application for permanent residency.

If this is everyone in the house, please write 'ALL'.

Name	Date / /
Name	Date / /
Name	Date / /



Members of an application who were born overseas may be approved to the waiting list if they are permanent residents of Australia, or are able to provide documentation to show that they have applied for permanent residency.

20. Are you and everyone to be housed with you a permanent resident of Australia?

Yes No



Please list below the name(s) of the person(s) and their current residency status and provide a letter from the Department of Immigration and Multicultural Affairs or a copy of their passport to confirm their residency status.

Name	Status
Name	Status
Name	Status

21. Are you or anyone to be housed with you under an Assurance of Support?

Yes No



Please provide a letter from the Department of Immigration and Multicultural Affairs setting out the terms of the Assurance, including the expiry date.

Name
Name

Section B Additional Housing Needs

22. Do you or anyone to be housed with you need modifications to your housing? For example, ramps (wheelchair access), grab rails, etc.

Yes No



Please provide details from your doctor or occupational therapist detailing the type of modifications you need.

23. Do you or anyone to be housed with you, have a medical condition that can only be treated at a specific hospital or by a specific medical practitioner?

Yes No



Please ask your doctor to fill in a Medical/Care Assessment form, available from your local Housing Office. If necessary you will be offered housing in an area that allows you to travel to these services.

24. Do you or anyone to be housed with you, need to live in a particular type of housing, for example on the ground floor?

Yes No



Please ask your doctor to fill in a Medical/Care Assessment form, available from your local Housing Office.

Section C Where Do You Want to Live?

25. Please choose up to 3 waiting list areas from the list shown.



Although you cannot choose to live in a particular

suburb, you can choose the waiting list area that you would like to live in. Waiting list areas are made up of a number of adjoining suburbs and towns which are linked by public transport. You may change your waiting list preferences at a later date.

Ask your local Housing Office about waiting list areas and the suburbs and towns they include. You could be offered a property in any one of the suburbs which make up your chosen waiting list areas.

Preference 1:

Preference 2:

Preference 3:

Waiting List Areas

Alexandra	Creswick	Lakes Entrance	Rosedale
Altona*	Dandenong*	Lara	Rushworth
Anglesea*	Dartmoor	Leitchville	Rutherglen
Apollo Bay	Daylesford*	Leongatha	Sandringham*
Ararat *	Deans Marsh	Lismore	Sea Lake
Avoca	Derrinallum	Macarthur	Seymour
Bacchus Marsh	Dimboola*	Maffra	Shepparton*
Bairnsdale*	Donald	Mallacoota	Simpson
Ballan	Dunkeld	Manangatang	Skipton
Barwon Heads*	Dunolly	Mansfield	Stanhope
Bass Coast*	Echuca	Maroondah*	Stawell/St Arnaud
Beaufort	Edenhope/Apsley	Maryborough*	Stratford
Beechworth	Eildon	Marysville	Sunbury*
Bellarine*	Elmore	Meenyan	Sunshine*
Benalla*	Flemington*	Melton/Werribee*	Swan Hill
Bendigo*	Foster	Merrigum	Tallangatta
Berwick/Pakenham*	Frankston*	Mildura	Tangambalanga
Birchip	Geelong North*	Mirboo North	Timboon
Boolara	Geelong South*	Mornington Peninsula*	Tongala
Boort	Girgarre	Mount Beauty	Toora
Box Hill*	Gisborne*	Moyhu	Tungamah
Bright	Gunbower	Murchison	Wahgunyah
Broadford*	Hamilton	Myrtleford	Wangaratta
Broadmeadows*	Heathcote	Nagambie	Warracknabeal*
Camperdown*	Heidelberg*	Nathalia*	Warrnambool
Cann River	Heyfield	Neerim South	Watsonia/ Kinglake*
Casterton	Heywood	Newbridge*	Waverley*
Castlemaine*	Horsham*	Nhill/Kaniva	Wedderburn
Central Highlands*	Inglewood	Nyah West	Wellington*
Central Latrobe Valley*	Inner Metro East*	Oakleigh*	West Gippsland*
Charlton	Inner Metro North*	Omeo	West Latrobe Valley*
Cheltenham*	Inner Metro South*	Orbost	Westernport*
Chiltern	Keilor/St Albans *	Ouyen	Winchelsea
Clunes	Kerang	Port Fairy	Wodonga
Cobden	Knox*	Portland	Wycheproof
Cobram	Koondrook	Preston*	Yarra Ranges Rural*
Cohuna	Koroit	Pyramid Hill	Yarram
Colac	Korumburra	Quambatook	Yarrowonga*
Coleraine	Kyabram	Queenscliff*	Yea
Corryong	Kyneton*	Robinvale	
Cranbourne*	Lake Boga	Rochester	

*This waiting list area includes more than one suburb.

Section D

Special Housing Needs Eligibility

26. Are you currently living in temporary accommodation?



To be eligible for the Special Housing Needs category you or another member of your household must be living in either insecure, inappropriate or unsafe housing or have an urgent medical need.

Insecure Housing

Yes No



Please provide a letter from your HIR worker about the help they are giving.



To be eligible under the 'Insecure Housing' category, you must ask a Housing Information Referral (HIR) worker or housing support worker to help you try and find suitable housing. Your local Housing Office can give you information on Services available in your area. This worker must provide a letter about the help they have given.

27. Where are you currently living?

With family and friends

In emergency housing

Other

Please explain

28. How long have you been living here?

Months

Years

29. How much longer can you remain here?

Months

Years

Inappropriate Housing



Your housing is considered inappropriate if its size, location or lack of basic amenities is to your detriment.

Yes No [▶ go to question 34](#)



Household members must have lived together for at least six months. This does not include dependents under 18 who join the household.



Please provide a copy of your lease or a letter from your support worker to show who lives in the home and how many bedrooms they share.

30. Is your home severely overcrowded i.e. do you need at least another two bedrooms?

31. How many people live with you?

32. Does everyone living with you stay there permanently?

Yes No

33. How many bedrooms does your current housing have?

34. Does the size of your current housing mean that your children are unable to live with you?

Yes No **▶ go to question 37**



Please provide a report from a protective services worker or employee of a recognised family support agency, to confirm that your children are unable to live with you until you obtain more suitable housing.

35. Where are your children currently living?

36. Are you and your children currently living in a rooming house or caravan without access to your own cooking or bathroom facilities?

Yes No



Please provide a report from a relevant agency or health professional, confirming your living arrangements.

37. Are you currently living in a property where there is an inappropriate sharing of bedrooms?

Yes No **▶ go to question 40**

NOTE

An example of inappropriate Sharing of bedrooms is when two people of the opposite sex have to share a bedroom and one of them is over six years old.

38. How long has there been an inappropriate sharing of bedrooms?

Months Years



Please provide a copy of your lease or a letter from your support worker or health professional that confirms the number of bedrooms in the property and who lives there.

39. Are you or anyone to be housed with you at risk of family violence or in physical danger?

Unsafe Housing



Your housing is considered to be unsafe if you or someone you live with are experiencing or under threat of violence.

Yes No



Please provide a letter or report from your support worker, the police or your solicitor to confirm your situation. If you have a current Intervention Order or Family Court Order, please attach this too.

40. Do you or someone in your household have a serious medical condition that is deteriorating because of where you live?

Urgent Medical Care Needs

Yes No



Please ask your doctor or health professional to complete a Medical/Care Assessment for Housing Need form, available from your local Housing Office.

41. Do you need an extra bedroom to accommodate your full-time carer or rostered carer?

Yes No



Please ask your doctor or health professional to complete a Medical/Care Assessment for Housing Need form, available from your local Housing Office.

Section E Declaration to be Signed by the Applicant

I declare that all the information requested in this application for Early Housing has been provided and is true and correct.



Role of Applicant.

Only one person within your household can be listed as the applicant. It is the responsibility of the applicant to contact the Housing Office if there are any changes to this application.

All future correspondence about this application will be sent to the applicant, including any offer of accommodation.

Declared by:	<input type="text"/>	<input type="text"/>
	(Full Name of Applicant)	(Signature of Applicant)
Witnessed before me:	<input type="text"/>	<input type="text"/>
	(Print name)	(Signature)
	Date:	/ / <input type="text"/>

Section F Form of Authority



When assessing this application we may need to talk to your support worker, care giver or health professional.

Only details which directly relate to this housing application will be discussed.

You do not have to sign this part of the form but it may help us process this application if you do.

I (Name)
of (Address)

hereby authorise the following agency to confirm/clarify information relevant to my housing application with the Director of Housing, or Officers acting on behalf of the Director of Housing.

(Name of health professional/
support worker/carer)
of (Name of Agency)
 (Address of Agency)
 (Contact phone numbers)

I agree that only details which directly relate to my public housing application can be discussed.

The release of information from the above agency is for the sole purpose of clarifying issues in relation to my application for public housing and for no other purpose.

Signature: **Date:** / /

or

Guardian's Name:

Guardian's Signature: **Date:** / /

Withdrawal of consent can be done at any time by writing to your Housing Office.

Section G Checklist

Before you return this form have you:

- Attached identification for everyone over 15 years of age?
- Attached other supporting information?
- Attached copies of bank statement/s or bank book/s?
- Attached copies of income statements?
- Signed the declaration and consent forms?

✓

