

Office Use Only

Application (please circle)

New or Transfer

Application Number:

.....

Effective Date:

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

March 2003

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

If you require an interpreter,
please indicate your
preferred language

Support Worker/Advocate

Contact number

ARABIC 9280 0790

إذا كنت بحاجة إلى مساعدة في تعبئة هذه الاستمارة للاستئجار 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 xiriiir Xafiiska Dejinta ee kuugu dhow. Waxaanu kuu raadin karnaa Mutarjum ama afceliye si uu kuu caawiyo

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

Kiralık 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 Supported Housing

The Supported Housing category is for people living in unsuitable housing who have high support needs or need major disability modifications in their home. In general, to be considered for Early Housing under the Supported Housing category, you must:

- Have an existing general application for public housing.
- Not exceed the current Supported Housing income and asset eligibility limits.
- Be living in unsuitable housing.
- Be receiving significant personal support or need major disability modifications.
- Look for other housing in the private rent market.
- Begin repaying any money that you still owe from a previous public housing tenancy or Bond Loan.

If you want to know more about Supported Housing, 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						
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

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.

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

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

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.

Yes No



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

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.

Asset Details

POLICY You must not have assets worth more than \$30,000. This limit may be raised to \$60,000 if you need major disability modifications in the home.

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.

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?

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 e.g. 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.

Income Details

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

Yes No

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



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

These limits are available from your local Housing Office.



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.

Residency Details

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 current 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	Yarrawonga*
Coleraine	Kyabram	Queenscliff*	Yea
Corryong	Kyneton*	Robinvale	
Cranbourne*	Lake Boga	Rochester	

*This waiting list area includes more than one suburb.

Section D Supported Housing Eligibility

Significant Personal Support

Yes No

↓



Supported Housing is for people living in unsuitable housing who have high support needs or need major disability modifications.

Program	Name of Agency Providing Support	Name of Household member that receives support
Linkages		
Community Aged Care Packages		
HomeFirst Program		
Assisted Community Living Packages (ACL)		
Psychiatric Disability (Home Based Outreach) Support Service		
Housing Support for the Aged Program		
Acquired Brain Injury Housing Support Program		
Psycho-geriatric Assessment & Treatment Service (PGATS) – for intake		
Mobile Support & Treatment Team Services (MSTTS)		
Making a Difference Program		
Community Connections		
The Special Education Program (Preschool component only)		
Assistance with Care and Housing for the Aged Program (ACHA)		
The Early Choices Program		
The Family Choice Program		

Name of Health Professional/Support Worker

Signature

Date

/ /

Tel

Disability Modifications

Yes No → *Go to Question 30*

↓



Please provide current documentation from a doctor or occupational therapist which shows what modifications are needed.



If the applicant does not receive significant personal support or need major disability in the home but still needs alternative housing because of a medical condition, they may be eligible for Early Housing through the Special Housing Needs category. Ask a Housing Services Officer for more information.

26. Does the applicant or a member of their household currently receive support from any of the following programs:



This part of the form must be signed by your support worker or health professional.

27. Does the applicant or member of their household need major disability modifications at home?

28. Are the appropriate disability modifications currently installed?

Yes No
↓

29. Are the necessary modifications able to be installed in the applicant's current housing?

Yes No

Unsuitable Housing

30. Does the location of the applicant's current housing prevent them from getting to an essential medical or care service that is not available elsewhere?

Yes No
↓

Please explain:

31. Does the applicant have a serious medical condition which is deteriorating because of where they live?

Yes No
↓

Please explain:

NOTE This part must be signed by your support worker as well as your occupational therapist or health professional.

Name of Health Professional/Support Worker

Signature _____ Date / / _____ Tel _____

Section E Declaration to be Signed by Applicant

I declare that all the information requested in this application for the 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:

(Full Name of Applicant)

(Signature of Applicant)

Witnessed before me:

(Print name)

(Signature)

Date:

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?
- Made sure your support worker has signed Section D?
- 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?





