

ADDITIONAL ADULT HOUSEHOLD MEMBER

Use this form to tell us about one other adult that you want listed on your application for social housing.

If you need to add more people, you will need to use extra copies of this form.



FILLING IN THIS FORM

Use **blue** or **black** pen.

Write in **CAPITAL** letters.

Mark boxes with a or .

SECTION A

APPLICANT'S DETAILS

In this section, we ask for the details of the person who is the owner (primary applicant) of the Victorian Housing Register application.

Personal Information

Q1 → **Title** Mr Mrs Miss Ms Prof Dr Other

Q2 → **First name**

Q3 → **Middle name**

Q4 → **Last name**

Q5 → **Date of birth**

Q6 → **Gender** Male Female Indeterminate Intersex Other

Q7 → **Application number**

Q8 → **Telephone**

Postal address

If you don't have a postal address, you can enter the postal address of a friend, relative or support worker.

Q9 → **Street name and number**

Q10 → **Suburb/Town** **Postcode**

OFFICE
USE ONLY

Date received
/ /

Received by

Date registered
/ /

Service ID

Complete?

Yes No

Need help or want this document in another format? Go to housing.vic.gov.au or contact your local Department of Health and Human Services office.

Residential address

Q11 → Same as postal address I don't have a fixed address

Q12 → **Street name and number**

Q13 → **Suburb/Town**

Postcode

SECTION B

ADDITIONAL ADULT HOUSEHOLD MEMBER

In this section, we ask for the details of the additional adult household member you want to add to your Victorian Housing Register Application.

Personal Information

Q14 → **Title**

Mr Mrs Miss Ms Prof Dr Other

Q15 → **First name**

Q16 → **Middle name**

Q17 → **Last name**

Q18 → **Preferred name** (if any)

Q19 → **Previous full name** (if any)

For example: name at birth, maiden name, previous married name, alias

Q20 → **Date of birth**

Q21 → **Gender**

Male Female Indeterminate Intersex Other

Q22 → **Relationship status**

Single Partnered to – **Name**

Q23 → **Aboriginal status**

No Aboriginal Torres Strait Islander Both

Q24 → **Country of birth**

Australia Other

Q25 → **Are they expecting a child?**

We need this information so we can work out how many bedrooms are needed.

No Yes – **Due/arrival date**



DOCUMENT REQUIRED

Provide a letter from a doctor confirming when the baby is due, or from the person or organisation that is arranging the adoption or permanent care to confirm when the child will be in their care.

Q26 → **Australian residency status**

- | | |
|---|--|
| <input type="checkbox"/> Australian citizen, go to Q29 → | <input type="checkbox"/> Protection Visa |
| <input type="checkbox"/> Temporary Protection Visa | <input type="checkbox"/> New Zealand resident |
| <input type="checkbox"/> Sponsored migrant | <input type="checkbox"/> Resolution of Status Visa |
| <input type="checkbox"/> Permanent resident | |

Visa Subclass

*For Temporary Protection Visa,
Protection Visa and Resolution
of Status Visa*

Q27 → **Date of arrival in Australia**

Q28 → **Are they affected by Centrelink's two-year newly-arrived residents waiting period?**

The expiry date is two years from their arrival date to Australia.

- No Yes – **Expiry date**

CENTRELINK CONFIRMATION eSERVICES



IMPORTANT!

If they receive a Centrelink payment and agree to use Centrelink Confirmation eServices, **you will not need to tell us about their income or assets.**

It will **save you time** and you may get a **faster response** to your application.

Q29 → **Do they agree to use Centrelink Confirmation eServices?**

No, go to Q36 →

Yes, ask the household member to read and sign the following ↓

Consent to use Centrelink Confirmation eServices

I authorise the Australian Government Department of Human Services (Centrelink) to provide the Victorian Department of Health and Human Services (the department) with the results of the enquiries I have indicated below in order to enable the department to determine if I qualify for social housing services.

I understand that the information provided by Centrelink to the department may contain the following:

- **Income confirmation.** Personal information such as (but not limited to) current or historical details of Centrelink payments received, dependants, marital/partnered status, Centrelink deductions, income from sources other than Centrelink and assets.
- **Contact and address verification.** My current address and contact details, and also my address history (up to two years), which the department may use to support a Priority Access application.

I authorise the department to use Centrelink Confirmation eServices to perform a Centrelink enquiry of my Centrelink income, asset and payment details.

I understand this consent, once signed, remains valid while I am a customer of the department, unless I revoke it by contacting the department or Centrelink.

I understand that if I withdraw my consent or do not alternatively provide proof of my circumstances/details, I may not be eligible for the service provided by the department.

Q30 → **I consent to using the following service(s):**

Both (recommended) Only income confirmation Only contact and address verification

Q31 → **Full name**

Q32 → **Street name and number**

Q33 → **Suburb/Town** **Postcode**

Q34 → **Centrelink Reference Number (CRN)** **Date of birth**

Q35 → **Signature of additional household member**  _____ **Today's date**

INCOME AND ASSETS



If they **agreed to use Centrelink Confirmation eServices**, you do not need to fill out this section.
Go to Section C (Declaration) →



DOCUMENT REQUIRED

For household members who are **not** Centrelink customers, we will need 100 points of identification.

For accepted documents that can make up 100 points, refer to the *Proof of Identity factsheet* which you should have received with this application. If you don't have it, you can get it from housing.vic.gov.au/forms-guides or by contacting one of our offices.

Q36 → **Centrelink Reference Number (CRN)**

Q37 → **Department of Veterans Affairs (DVA) number**

Income details

This could include Centrelink payments, wages, self-employed income, Veterans' Affairs or compensation payments.

Q38 → **Income type**

Gross Income (per week) (\$)

	\$
	\$
	\$
	\$
	\$



DOCUMENT REQUIRED

Proof of income

If you receive an income from Centrelink or the Department of Veterans' Affairs (DVA), you will need to give us an income and asset statement that is less than two weeks old.

If you have a paying job, you will need to give us a pay slip or a wage statement signed by your employer. It needs to show your wages before tax for the past 13 weeks.

If you are self-employed, please have an accountant complete a profit and loss statement for the last 13 weeks.

Real estate details

Q39 → **Do they own or part-own any real estate or land?**

No, go to **Asset Details (Q47)** → Yes, continue ↓



DOCUMENT REQUIRED

We will need a letter from an approved valuer or solicitor stating their property's market value and their equity in it. If they part-own the property, we need information that details their share. If the property is held in trust, we need a letter from the executor of the estate.


Q40 → Real estate or land value

Q41 → Street name and number

Q42 → Suburb/Town Postcode

Q43 → Are they able to live in the property permanently?

No Yes


 **DOCUMENT REQUIRED**
If they are unable to live in the property permanently, we need documents that explain why.

Q44 → Can this real estate or land be sold?

No Yes

Is the property for sale?

No Yes

 **DOCUMENT REQUIRED**
If the property is for sale, we need a document from the real estate agent confirming this.


Q45 → If you answered No to any of the these questions, tell us why:

<hr/> <hr/> <hr/> <hr/> <hr/> <hr/> <hr/> <hr/>

Q46 → Is the property subject to a dispute or an application for settlement in the Family Court?

No

Yes – Reason:

 **DOCUMENT REQUIRED**
If there is a dispute or application for settlement, we need a document from their solicitor including details of ownership.

Asset details

An asset is something you own that can be turned into money — like shares, businesses, mobile homes and any cash you have in the bank. In addition to their assets, if they are expecting to receive a payout from an organisation like WorkSafe or the Transport Accident Commission (TAC), please list it here.

Q47 → Asset type	Value (\$)	Can the asset be cashed in or sold?
<input type="text"/>	<input type="text"/>	<input type="checkbox"/> No <input type="checkbox"/> Yes
<input type="text"/>	<input type="text"/>	<input type="checkbox"/> No <input type="checkbox"/> Yes
<input type="text"/>	<input type="text"/>	<input type="checkbox"/> No <input type="checkbox"/> Yes
<input type="text"/>	<input type="text"/>	<input type="checkbox"/> No <input type="checkbox"/> Yes
<input type="text"/>	<input type="text"/>	<input type="checkbox"/> No <input type="checkbox"/> Yes



DOCUMENT REQUIRED

Proof of assets

If you or a household member are receiving payments from Centrelink, we will get your asset information from your Centrelink statement.

For each person who does not receive a payment from Centrelink, we will need:

- A copy of your bank book or bank statement not more than four weeks old. An automated teller machine (ATM) statement is allowed as long as it shows the name of the account holder.
- Documents stating the value of any other assets you own or have an interest in.

SECTION C

DECLARATION


This section is to be completed by the person who is the owner (primary applicant) of the Victorian Housing Register Application.

I declare that all the information requested in this additional dependent children form has been provided, and is true and correct.

I acknowledge that I must advise the Department of Health and Human Services if my circumstances change, and update the department with any details that are relevant to my application.

WARNING: If you wilfully give information that is untrue in this application, you may be liable to penalties under Section 40 of the *Housing Act 1983 (VIC)*.

By signing this form, I have

- Completed all applicable areas of the form
- Attached all relevant documents, indicated with a  icon

Full name

Signature 

Date

Information privacy

The Department of Health and Human Services is committed to protecting the privacy of your personal information. Personal information is information which directly or indirectly identifies a person. We need to collect and handle your personal information in order to be able to process your application. All the information you give us will be handled in accordance with the *Privacy and Data Protection Act 2014* and the *Health Records Act 2001*.

If you are using other department programs we may share some of your information with them to help us coordinate better services for you. We will not use your information for any other purpose other than those listed on these forms, to provide services to you, or without your consent, unless the law requires us to do so.

You can access your information through the *Freedom of Information Act 1982* or through the *Privacy and Data Protection Act 2014*. For information about Freedom of Information requests, call 1300 650 172 or apply online at foi.vic.gov.au. For further information about privacy, call 1300 884 706 or email privacy@dhhs.vic.gov.au

LANGUAGELINK

For other languages, an interpreter is available through your local office.

English

This publication is about housing. If you have difficulty reading English, you can get help with this publication. Please contact your local office or call Language Link on (03) 9280 0799 for an interpreter.

中文 Simplified Chinese

这是一份关于住房的出版物。如果你英语阅读有困难，可以获得帮助。请联系本地办事处或拨打 (03) 9280 0791 联系 Language Link 要求口译员协助。

繁體中文 Chinese

本刊物有關住房資訊。假如您閱讀英語有困難，您可以尋求瞭解本刊物內容的幫助，請聯絡本地公房辦事處或撥打翻譯熱線 (03) 9280 0789。

Hrvatski Croatian

Ova publikacija sadrži informacije o stambenom smještaju. Ako ovu brošuru ne razumijete zato što je pisana na engleskom, imate pravo na pomoć. Molimo vas, kontaktirajte svoj mjesni ured ili nazovite Language Link na broj (03) 9280 0792 i spojiti će vas se sa tumačem.

Polski Polish

Niniejsza informacja dotyczy kwestii mieszkaniowych. Jeśli masz trudności z czytaniem po angielsku, możesz otrzymać pomoc w zrozumieniu tej publikacji. Prosimy zwrócić się do swojego lokalnego biura lub zadzwonić do Language Link pod numer (03) 9280 0793 i poprosić o ustnego tłumacza.

Af-Soomaali Somali

Daabacaadan waxay ku saabsan tahay gurisiinta. Haddii aad qabto dhibaato xaga aqriska Ingiriisiga, waxaad caawimaad ka helaysaa daabacaaan. Fadlan la xiriir xafiiska degaankaaga ama ka wac Language Link taleefanka (03) 9280 0795 wixii la xiriira turjumaanka.

русский язык Russian

Эта публикация касается жилищных вопросов. Если вам трудно прочитать ее по-английски, то вам может быть предоставлена помощь. Вы можете обратиться в свой местный жилищный отдел или связаться с переводчиком, позвонив на Языковую линию (Language Link) по номеру (03) 9280 0794.

Español Spanish

Esta publicación es sobre vivienda. Si tiene dificultad para leer inglés, se le puede ayudar con esta publicación. Por favor póngase en contacto con su oficina local o llame a Language Link en el (03) 9280 0796.

Türkçe Turkish

Bu yayın konular hakkındadır. İngilizce okumakta güçlük çekiyorsanız, bu yayınlara ilgili yardım alabilirsiniz. Lütfen yerel ofisinizle ilişkiye geçin veya bir tercüman için (03) 9280 0797'den Dil Bağlantısı'nı arayın.

Tiếng Việt Vietnamese

Ấn phẩm này nói về vấn đề nhà ở. Nếu quý vị gặp khó khăn đọc tiếng Anh, quý vị có thể được giúp đỡ để hiểu ấn phẩm này. Xin hãy liên lạc với văn phòng địa phương hoặc gọi cho Language Link theo số (03) 9280 0798 để có thông dịch giúp đỡ.

عربي Arabic

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