

# CHANGE OF APPLICATION DETAILS

Use this form to update contact details, personal details, waiting list preferences, remove household members or change the type of housing you want.



## FILLING IN THIS FORM

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

Write in **CAPITAL** letters.

Mark boxes with a  or .

Q1 Your full name

*Write your full name as it appears on official documents.*

Date of Birth

Q2 Application number

## UPDATE YOUR DETAILS

### Postal address

Q3 Street name and number

Q4 Suburb/Town

Postcode

### Contact details

Q5 Telephone

Q6 Email address

Q7 I prefer to be contacted by  Email  Post

### Residential address



Your application **will be re-assessed** when you move your residential address.

Q8 Street name and number

Q9 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](https://housing.vic.gov.au) or contact your local Department of Health and Human Services office.

## REMOVE PEOPLE FROM YOUR APPLICATION

### Person 1

Q10 **Name of person to remove**  **Date of birth**

Q11 **New street address (if applicable)**  **Suburb or town**

### Person 2

Q12 **Name of person to remove**  **Date of birth**

Q13 **New street address (if applicable)**  **Suburb or town**



### ADD PEOPLE TO YOUR APPLICATION

To add someone to your application, you must fill out the *Additional Adult Household Member* or *Additional Dependent Children* form and give it to us with this change of details form.

## CHANGE YOUR PREFERRED AREAS



If you update your preferred areas here, any previous areas you chose **will be replaced**.

Q14 Pick suburbs or towns that you would like to live in. **The further apart each suburb or town is**, the higher your chance of finding housing.

You could be offered housing in any one of your preferred locations or their surrounding areas.

**Suburb/Town 1**

**Suburb/Town 2**

**Suburb/Town 3**

**Suburb/Town 4**

**Suburb/Town 5**

## CHANGE YOUR HOUSING PREFERENCES

Q15 **Preferred housing type**

Community and public housing  Public housing only  Community housing only

Q16 **If community housing, select categories:**

Community-managed rooming house  Rental co-operative  Aboriginal housing

## OTHER CHANGES

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Complete this section only if there are other changes you wish to make.

Q17 **Type of change**

Q18 **Details of the change**

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## DECLARATION

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Q19 **Your name**

Q20 **Your 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](http://foi.vic.gov.au). For further information about privacy, call 1300 884 706 or email [privacy@dhhs.vic.gov.au](mailto: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綫 (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 spojit 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 konutlar hakkındadır. İngilizce okumakta güçlük çekiyorsanız, bu yayınlı 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.

### العربية, ي.ع.ع. Arabic

غلل ءءارق يف ءبوعص مركي دل ناك اذئ. ناكس إلال ن ع يه ءرش نلال هءه ءآر. ءرش نلال هءه مرهفل ءءع اسمرل ا يق لئل مركن كمري، ءي زي لئل نلال ءلل ءل طبارب اولصلل ا وأ مركل قلطن مر يف لئل حمرل ا بئل مرل ا ب اولصلل ا. يف هفش مر جرل مر بلطل (03) 9280 0790 مر قرل ا ل ع Language Link

**To get this publication in an accessible format, call your local office, using the National Relay Service 13 38 77 if required.**

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