

Priority access application (accessible)

A Victorian Housing Register application

Office use only

Date received	Received by	Service ID	Date registered	Complete? Yes or No

Filling in this form

Use this form to apply for Priority Access to social housing from the Victorian Housing Register (the Register). For more information about the register and how to complete this application for social housing, please read the **Victorian Housing Register guide**, available from [HousingVic's Apply for social housing](https://housing.vic.gov.au/apply-social-housing) <https://housing.vic.gov.au/apply-social-housing> or by contacting one of our [offices](https://www.dhhs.vic.gov.au/locations-dhhs-offices-victoria) <https://www.dhhs.vic.gov.au/locations-dhhs-offices-victoria>.

When submitting this application, you will be required to provide documentation to confirm your circumstances. Refer to the [document checklist](#) for more information.

If the required documents are not provided, we cannot complete the assessment.

Before you start

If you have access to the internet, you can apply online at the [MyGov website](https://www.my.gov.au) <https://www.my.gov.au>. Applying online means your application is submitted immediately.

For more information about applying online you can visit the [HousingVic website](https://www.housing.vic.gov.au/apply-social-housing) <https://www.housing.vic.gov.au/apply-social-housing>.

HousingVic Online Services

Get started with myGov

You may need a myGov account to get started. It only takes a few minutes to set one up at [MyGov](https://www.my.gov.au) <https://www.my.gov.au>.

Link to HousingVic Online Services

Open **myGov's** 'Services' section and pick 'HousingVic Online Services' – this will link it to your myGov account.

Open HousingVic online services and select 'Victorian Housing Register application' to complete your application.

Once you have filled out the online application and attached to the online form any documents needed, a copy of the completed application will be sent to your nominated email address.

For more information about how to link and access to HousingVic Online Services visit [HousingVic's Online Services page](https://www.housing.vic.gov.au/online-services) <<https://www.housing.vic.gov.au/online-services>>.

Need help or require this document in another format?

Go to the [HousingVic Social housing page](https://www.housing.vic.gov.au/social-housing) <<https://www.housing.vic.gov.au/social-housing>> or contact one of our [offices](https://www.dffh.vic.gov.au/contact-us) <<https://www.dffh.vic.gov.au/contact-us>>.

Get immediate assistance

If you are experiencing family violence and need immediate assistance, call the Safe Steps Family Violence Response Centre on **1800 015 188**.

If you are homeless and need accommodation, call the housing crisis line on **1800 825 955** to speak to a housing and support worker.

These services are free and operate 24 hours a day, seven days a week.

Documents required for each household member

When submitting this application, you must attach documentation to confirm your eligibility. Refer to the following [document checklist](#) for more information.

Submitting a paper application form

Use **blue** or **black** pen. Write in **CAPITAL** letters. Mark boxes with an **X**.

Mail to:

Victorian Housing Register
Department of Families, Fairness and Housing
Reply Paid 933
MOE VIC 3825

No postage stamp required.

Special accommodation requirements

You must complete an Application for special accommodation requirements if you or a household member will require:

- housing in a particular area so you can access specialist treatment, care or education
- a particular type of housing due to limited mobility or a medical or mental health condition
 - disability modifications to be installed in the property (for example, grab rails, lever taps)

The form can be found under the Special housing needs section of the [HousingVic's Apply for social housing page](https://housing.vic.gov.au/apply-social-housing) <<https://housing.vic.gov.au/apply-social-housing>> or by contacting one of our [offices](https://www.dhhs.vic.gov.au/locations-dhhs-offices-victoria) <<https://www.dhhs.vic.gov.au/locations-dhhs-offices-victoria>>.

Document checklist

Read this list carefully. Not including required documents will delay approval of your application as we cannot commence the assessment process. Additional documentation may be required if you are applying for priority access, refer to the documents listed under each priority section.

Document type	Mark with X
<p>Proof of Identity documents for each household member</p> <p>All household members who are over 15 years of age and receiving an independent income, must provide 100 points of identification to establish their identity.</p> <p>For accepted documents that can make up 100 points of identification, refer to HousingVic's proof of identify page <https://www.housing.vic.gov.au/proof-identity> or by contacting one of our offices.</p> <p>If an applicant or household member is a Centrelink customer, current Centrelink documents may be used to verify identity.</p>	
<p>Residency status documents for each household member not born in Australia</p> <p>Only people on your application who do not receive a primary income support payment (such as a pension or allowance) from Centrelink need to give us residency status documents.</p> <p>This could be an Australian Citizenship Certificate, immigration visa, passport or a letter from the Department of Immigration and Border Protection.</p>	
<p>Confirmation of any children's names and custody arrangements</p> <p>You will need to give us a copy of a Medicare card, Health Care Card, or a birth certificate or extract to confirm the names of the children.</p> <p>If you are requesting additional rooms for child access arrangements, documentation from a solicitor, the Family Law Court, or a statutory declaration from the primary caregiver to confirm the custody arrangements.</p>	
<p>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 or complete Section D: Consent to use Centrelink Confirmation eServices.</p> <p>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.</p> <p>If you are self-employed, please have an accountant complete a profit and loss statement for the last 13 weeks.</p>	
<p>Proof of assets</p> <p>If you or a household member is receiving payments from Centrelink, we will get your asset information from your Centrelink statement.</p> <p>For each person who does not receive a payment from Centrelink, we will need:</p> <ul style="list-style-type: none"> • 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 A: About you

In this section we will ask for information about you.

As the primary applicant, you are the person who owns this application. It is your responsibility to contact us if there are any changes to this application. All contact about this application, including housing offers, will only be with you.

Existing Victorian Housing Register application

Q1 Do you or a household member have an existing Victorian Housing Register application?

Option	Mark with X
No	
Yes	

If yes, please provide the application number and go to [Priority access information](#).

Q2 Do you currently live in social housing or have you recently left social housing due to safety issues?

Option	Mark with X
No	
Yes, Public housing	
Yes, Community housing	

If yes, what is the name of the organisation managing your tenancy?

Personal information

Q3 Title

Title	Mark with X
Mr	
Miss	
Ms	
Mrs	
Dr	
Prof.	
Other	

Other (please specify)

Q4 First name

First name

Q5 Middle name

Middle name

Q6 Last name

Last name

Q7 Preferred name (if any)

Preferred name

Q8 Previous full name (if any)

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

Previous name

Q9 Date of birth

Date of birth

Q10 Gender

Gender	Mark with X
Male	<input type="checkbox"/>
Female	<input type="checkbox"/>
Indeterminate	<input type="checkbox"/>
Intersex	<input type="checkbox"/>
Other	<input type="checkbox"/>

Q11 Relationship status

Option	Mark with X
Single	<input type="checkbox"/>
Partnered	<input type="checkbox"/>

Q12 Aboriginal status or Torres Strait Islander status

Options	Mark with X
No	
Aboriginal	
Torres Strait Islander	
Both	

Q13 Australian Defence Force Veteran or immediate family member of a veteran

Option	Mark with X
No	
Yes	

Q14 Country of birth

Option	Mark with X
Australia	
Other	

Other (please specify)

Postal address

All letters about your application will be sent to your postal address. Over the page you can nominate to be contacted by email instead, but we still need a postal address.

Q15 Street name and number

Street name and number	
-------------------------------	--

Q16 Suburb or town and postcode

Suburb or town	
Postcode	

Residential address

Q17 Residential address

Option	Mark with X
Same as postal address – continue to Q20	
I don't have a fixed address	

Q18 Street name and number

Street name and number

Q19 Suburb or town and postcode

Suburb or town

Postcode

Contact details

Q20 Telephone

Telephone

Q21 Email address

Email

Q22 I prefer to be contacted by

Option

Mark with X

Email

Post

Q23 Preferred language

Language

Mark with X

English

Other

Other language (please specify)

Residency details

Q24 Australian residency status

Status

Mark with X

Australian citizen

Temporary Protection Visa

Sponsored migrant

Permanent resident

Protection Visa

New Zealand resident

Status

Mark with X

Resolution of Status Visa

--

Visa Subclass

(For Temporary Protection Visa, Protection Visa and Resolution of Status Visa)

--

Q25 Date of arrival in Australia

Date of arrival in Australia

--

Q26 Are you affected by Centrelink’s two-year newly arrived residents waiting period?

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

Option

Mark with X

No

--

Yes

--

Is yes, specify the expiry date

--

Document required – proof of residency

You will need to provide proof of Australian Residency. This could be an Australian Citizenship Certificate, Immigration Visa, Passport or a letter from the Department of Home Affairs.

Q27 Are you or your partner expecting a child?

This may be through birth, adoption or permanent care. We need to know this to work out how many bedrooms are needed for your household.

Option

Mark with X

No

--

Yes

--

Due date or arrival date

--

Document required – expecting a child

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 confirming when the child will be in your care.

Section B: Privacy

Q28 Privacy

When you contact us, we will always confirm it's you. For security, you may want to add a password and security question.

Q29 Password

Providing a password will make it easier for us to confirm your identity when we speak to you over the telephone. It will also make it harder for someone else to access your application information.

Password

Q30 Security question and answer

Providing a security question will help prove your identity if you forget your password.

Choose something that only you know the answer to and you haven't posted online.

Question

Answer

Section C: Centrelink Confirmation eServices

Important

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

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

Q31 Do you agree to use Centrelink Confirmation eServices?

Option

Mark with X

No, go to [Section D \(Income and Assets\)](#)

Yes, continue

Mark with X

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 or 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 or details, I may not be eligible for the service provided by the department.

Q32 I consent to using the following:

I consent to using	Mark with X
Both income confirmation and contact and address verification (recommended)	
Only income confirmation	
Only contact and address verification	

Q33 Full name

Full name

Q34 Centrelink Reference Number (CRN) and date of birth

Centrelink Reference Number (CRN)

Date of birth

OFFICIAL

Q35 Signature and today's date

Signature

Today's date

Section D: Income and assets

If you have **agreed to use Centrelink Confirmation eServices**, you do **not** need to fill out this section. Go to [Section E \(Housing options\)](#).

Document required – proof of identity

Provide **Proof of identity documents** with your application. See the [document checklist](#) for more information.

Q36 Centrelink Reference Number (CRN)

Centrelink Reference Number

Q37 Department of Veterans’ Affairs (DVA) number

Department of Veterans’ Affairs number

Income details

This could include Centrelink payments, wages, self-employed income, Veterans’ Affairs, compensation payments or any income administered by a guardian or administrator (e.g., State Trustees).

Q38 Income information

Income type	Gross income (per week) (\$)

Document required – proof of income

Provide **Proof of income documents** for all income types listed above. Refer to the Document checklist for more information.

Real estate details

Q39 Do you own or part-own any real estate or land?

Option

Mark with X

No, go to [Q48](#)

Yes, continue

Document required – real estate

Provide a letter from an approved valuer or solicitor stating your **property’s market value and your equity** in it. If you part-own the property, we need information that details your share. If the property is held in trust, we need a letter from the executor of the estate.

Q40 Real estate or land value

Real estate or land value

Q41 Street name and number

Street name and number

Q42 Suburb or town and postcode

Suburb or town

Postcode

Q43 Are you able to live in the property permanently?

Option

Mark with X

No

Yes

Document required – unable to live in the property permanently

If you are unable to live in the property permanently, **provide documents that explain why.**

Q44 Can this real estate or land be sold?

Option

Mark with X

No

Yes

Q45 Is the property for sale?

Option

Mark with X

No

Yes

Document required – property for sale

If the property is for sale, **provide a document from the real estate agent** confirming this.

Q46 If you answered No to any of these questions, tell us why:

If you answered no to any of these questions, tell us why:

Q47 Is the property subject to a dispute or an application for settlement in the Family Court?

Option	Mark with X
No	
Yes	

Yes – Reason

Document required – Family Court action

If there is a dispute or application for settlement, **provide a document from your 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 your assets, if you are expecting to receive a payout from an organisation like WorkSafe or the Transport Accident Commission (TAC), please list it here.

Q48 Asset information

Asset type	Value (\$)	Can the asset be cashed in or sold? (State yes or no)

Document required – proof of assets

Provide **proof of asset documents** for each asset listed. See the [document checklist](#) for more information.

Adding other adult members

If you have additional adult household members you would like to add to your application, you can use the Additional adult household member form available from [HousingVic’s Apply for social housing page](https://housing.vic.gov.au/apply-social-housing) <<https://housing.vic.gov.au/apply-social-housing>> or contact your local office.

Section E: Housing options

Housing options

Q49 What type of social housing are you applying for?

Type of housing	Mark with X
Community and public housing	
Public housing only	
Community housing only	

Community and public housing offer long-term rental accommodation for people on low incomes.

Public housing is managed by the state government. It is for people most in need, especially those who have recently experienced homelessness or have other special needs.

Community housing is managed by not-for-profit organisations. Some specialise in helping people with a disability, women, singles or older people.

Q50 Are you interested in any of the following types of community housing?

For more information about these types of housing, see the **Victorian Housing Register guide**, available from [HousingVic's Apply for social housing page](http://housing.vic.gov.au/apply-social-housing) <http://housing.vic.gov.au/apply-social-housing> or by contacting one of our [offices](https://www.housing.vic.gov.au/contact-a-housing-office) <https://www.housing.vic.gov.au/contact-a-housing-office>.

Type of housing	Mark with X
Community-managed rooming house	
Rental co-operative	
Aboriginal housing	

Community-managed rooming houses offer rooms with shared facilities (for example a shared kitchen and/or bathroom) or rooms with self-contained facilities (kitchen and bathroom). In addition, the rooming house may also have other shared spaces such as a communal living room.

Rental co-operatives empower their residents by getting them actively involved in the management of their housing cooperative. Tenants must be willing and able to participate in the running of the cooperative.

Applications specific to **Aboriginal housing** will be assessed by Victorian Housing Register eligibility criteria in addition to the following:

- Confirmation of Aboriginality for at least one permanent household member
- Outstanding charges to AHV incurred during current or previous tenancies
- Applicants and other household members who have outstanding charges may be approved to the waiting list. However all outstanding charges must be paid before AHV will enter into a Residential Tenancy Agreement with the applicant.
- During the previous 12 months the applicant(s) and/or household member(s) were not evicted as a tenant of an AHV property for non-arrears tenancy breaches.

Section F: Location

Preferred location

Q51 Suburb or town

You can choose up to five waiting list areas to live in. We may offer you a property in any suburb from these areas.

Suburb or town
1.
2.
3.
4.
5.

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

Waiting list areas where you could be offered housing generally include more than one suburb or town. The full list of areas is available in the **Victorian Housing Register guide** or from the [HousingVic Apply for social housing](https://housing.vic.gov.au/apply-social-housing) <https://housing.vic.gov.au/apply-social-housing> or by contacting one of our [offices](https://www.housing.vic.gov.au/contact-a-housing-office) <https://www.housing.vic.gov.au/contact-a-housing-office>.

Section G: Additional household members

If you have additional adult household members you would like to add to your application, you can use the Additional adult household member form available from [HousingVic's Apply for social housing page](https://housing.vic.gov.au/apply-social-housing) <<https://housing.vic.gov.au/apply-social-housing>> or contact your local office.

Q52 Dependent child/ren details

Please provide details of all dependent children you want to add to your Victorian Housing Register application.

Name	Date of birth	Gender	ATSI status	Australian Residency status	Primary carer

ATSI status: Aboriginal, Torres Strait Islander, Both, Neither.

Australian residency status: Australian citizen, Temporary Protection Visa, Sponsored migrant, Permanent resident, Protection Visa, New Zealand resident, Resolution of Status Visa.

Document required – dependent children

You will need to give us a copy of a Medicare card, Health Care Card, or a birth certificate or extract to confirm the names of the children.

You will also need to provide Residency status documents for each household member not born in Australia. This could be an Australian Citizenship Certificate, immigration visa, passport or a letter from the Department of Immigration and Border Protection.

If you are requesting additional rooms for child access arrangements, we will also need documentation from a solicitor or the Family Law Court, or a statutory declaration from the primary caregiver to confirm the custody arrangements.

Priority access information

In the next sections we will ask about your current housing needs and circumstances. This information will help us to assess whether your circumstances meet one of the priority access categories. Priority access to housing is given to people who can demonstrate an urgent housing need. The questions are directed at you; however, they can apply to anyone who will be living with you.

You may also be required to complete a Special Accommodation Requirements form together with your medical or other relevant professional. The form can be found under the Special housing needs section of the HousingVic's [Apply for social housing page](https://housing.vic.gov.au/apply-social-housing) <<https://housing.vic.gov.au/apply-social-housing>> or by contacting one of our [offices](https://www.housing.vic.gov.au/contact-a-housing-office) <<https://www.housing.vic.gov.au/contact-a-housing-office>>.

If your circumstances do not meet one of these priority access categories, you will be approved for the Register of Interest as long as you meet the eligibility requirements.

Section H: Urgency of your housing needs

Your safety

Q53 Are you experiencing or at risk of family violence where you are living now, or have you left where you were living before to escape family violence?

Option	Mark with X
Yes	
No	

Document required – your safety

If yes, **you will be contacted to arrange for a housing worker to sight one of the following documents:**

If you have started legal proceedings:

- an intervention order or an interim intervention order, or an application for one of these
- a Family Court restraining order
- a letter from a solicitor confirming that criminal proceedings have commenced against the alleged perpetrator of the violence.

If you have not started legal proceedings, a letter from a medical practitioner or community support worker confirming you are unsafe in your housing because of family violence.

Q54 Are you being threatened with physical violence by someone who does not live with you or were you forced to leave your home due to a serious threat of violence?

Option	Mark with X
No, go to Housing Modifications (Q57)	
Yes, continue	

Document required – physical violence

If yes, **you will be contacted to arrange for a housing worker to sight one of the following documents:**

If you have started legal proceedings:

- an intervention order or an interim intervention order, or an application for one of these
- OR

Alternatively you can provide a verbal or written report from a member of a federal, state or territory police service that includes:

- details of police involvement in the situation
- confirmation that you or someone you live with is under serious threat of physical violence.

If you are unable to get the police involved, we will need a report from a community support worker. The report should address:

- why you or someone you live with is threatened with physical violence
- reasons why the police cannot resolve the problem.

Q55 Where are you currently living?

Where are you currently living?	Mark with X
In the property where I am threatened with physical violence	
I have moved to temporary accommodation (for example emergency or transitional housing or staying with family and friends)	
Neither	

Q56 Are there any specific suburbs that you cannot reside in due to an ongoing threat of family violence or physical harm?

Please list

Document required – specific locations

A letter or report from a support worker, the police or your solicitor detailing the specific location(s) you cannot reside in.

Housing modifications

If you require modifications, your occupational therapist (or related professional) will need to complete an **Application for Special Accommodation Requirements**.

Your occupational therapist will need to provide a report detailing what modifications you require and whether those modifications are already installed or can be installed where you live now. They will also need to describe the impact that your current housing is having on your health and wellbeing, and to confirm whether it is essential that you be moved to other accommodation.

Medical needs

Q57 Do any of these circumstances apply to you?

Circumstance	Mark with X
I need housing without stairs because of limited mobility, and I live in housing with stairs now	
I have a medical condition and I need to access specialist medical or care services I can't get to from where I live now by private or public transport	
Someone I live with needs to attend a specialist education facility and they can't get to it from where we live (for example, you live outside of the zone for a special school that your child can attend, and the only way your child can attend is to move to another area)	
I need a full time live-in carer but I can't have one because my housing is too small or in the wrong area	
My housing has a harmful effect on my health or medical condition (for example, an aspect of your housing can't be managed or changed and it is having a harmful effect on your health or medical condition)	
No, go to Inappropriate housing (Q59)	

Q58 If any of these circumstances apply to you, explain why your current housing is unsuitable.

Your explanation

Document required – unsuitable housing

Ask your medical professional, or other relevant professional to complete an **Application for special accommodation requirements** to tell us what type of housing you need and where you need to live.

They also need to describe the impact your current housing is having on the wellbeing or medical needs of yourself or your household member/s.

Inappropriate housing

To decide if you need at least two or more bedrooms, we consider the following:

- two children of the same gender, under 18 years of age, share one room
- two siblings of the same gender, regardless of age, share one room
- two children of any gender, both under six years of age, share one room.

Q59 Do any of these circumstances apply to you?

Circumstance	Mark with X
I have children in my care and live in a private rooming house, hotel room or caravan without access to our own cooking or bathroom facilities	
My current housing forces parents or other adults to share bedrooms with children	
My current housing forces children of different genders to share a bedroom (where at least one child is six years or older)	
I need housing with at least two more bedrooms than where I am living now	
I am living in social housing and it is having a negative impact on my wellbeing or the wellbeing of other renters	
I am living in privately managed shared housing or privately managed rooming house that is having a long term detrimental effect to my health or wellbeing	
No, go to Family reunification (Q65)	

Q60 Does your household intend to live together on an ongoing basis?

Option	Mark with X
Yes	
No	

Q61 Has your current household lived together for at least the past six months?

Option	Mark with X
Yes	
No	

Q62 Is your current accommodation overcrowded?

Is your current accommodation overcrowded due to an increase in dependents, or because your household has taken in an extra person who either needs ongoing care or provides ongoing care to another household member?

Option	Mark with X
Yes	
No	

Q63 Are all members of your household living with you now?

Option	Mark with X
Yes	
No	

Q64 If not, specify their names and the reason why.

Names	Reason

Document required – lease

Provide a copy of your lease or a support letter from a real estate agent, community support agency or tenancy worker confirming:

- your living arrangements
- the number of bedrooms and the people now living in the household
- all household members have resided together for at least six months.

You do not need to show that all household members have been living together for at least six months if:

- you are a family with children living in accommodation with shared kitchen or bathroom facilities
- you had an increase in dependents
- you took in a household member in need of care, or who provides care to an existing household member.

You can also have your treating health practitioner complete an Application for Special Accommodation Requirements and describe the impact your current housing has on your medical condition.

Family reunification

Q65 Are any children included in this application unable to live with you due to the size of your current housing, or has a Child Protection caseworker expressed concerns about your current accommodation before you can be reunited with your children?

Option

Mark with X

No, go to [Insecure Housing \(Q68\)](#)

Yes

Mark with X

Q66 Explain where the children are currently living.

Your explanation

--

Q67 Are your children in the care of the Department of Families, Fairness and Housing?

Option

Mark with X

No

Yes

Mark with X

If yes – name of Child Protection caseworker

--

Document required – children in care

If the children are living with someone else (that is, not with you, or the Department of Families, Fairness and Housing), a letter from a community support worker or statutory declarations from you and the person with whom the children are residing will be required to confirm the:

- current housing circumstances of all household members
- date it is expected that you and your children will live together on a permanent basis.

If Centrelink payments for the children are received by the person the children are staying with, we need a statutory declaration confirming whether the arrangement is voluntary and whether the children will live with you when you have appropriate housing.

Insecure housing

Q68 Are you living in transitional housing, emergency housing or crisis housing such as a refuge?

Option

Mark with X

No

Mark with X

Option	Mark with X
Yes	

Q69 Are you living temporarily with family or friends who are unable to provide longer term housing?

Option	Mark with X
No	
Yes	

Document required – temporary housing

If you answered yes, you must seek help from a homeless service or other housing-related support organisation to find housing. The intake worker must complete Section K to tell us about your housing situation and confirm the help they have given you.

You must also provide us with one of the following documents:

- If you are staying with a friend or family member then you will need to provide written confirmation (a signed Statutory Declaration) from the housing worker or the person you are staying with that you are unable to stay on a long-term basis, the reason you cannot remain there, and the date you will have to leave.

Special Housing Needs aged 55 years and over

Q70 Are you single or partnered with no dependants and are 55 years of age or over?

Option	Mark with X
No	
Yes	

If yes, you may be eligible for priority access to housing. You are not required to provide any additional documentation for this priority category.

Section I: Alternative housing

If you currently live in public or community housing, go to [Section J \(Support needs\)](#)

Q71 What is the main issue you experience when looking for housing?

Issue	Mark with X
Discrimination	
Medical needs	
Escaping family violence	
Rental history	
Household size	
Support needs	
Language barrier	
Unable to access affordable housing	
Other	

If you marked 'Other' please provide details

Q72 Has a housing or other support worker helped you to look for alternative housing?

Option	Mark with X
No	
Yes	

Document required – alternative housing

If yes, please provide a letter from the service that helped you, confirming the assistance they have provided and whether or not you were able to obtain housing.

If no, please write a brief explanation of your housing history and outline your attempts to get alternative housing, including private rental in the section below.

Refer to the **Victorian Housing Register guide** for more information about what we are asking for.

Your explanation

Q73 What other efforts have you made to find housing?

Effort

Asked family and friends

Applied to more than one real estate agent or landlord

Nothing

Other

Mark with X

Other (please specify)

--

Section J: Support needs

In this section we ask about your support needs.

By support, we mean assistance from a community organisation to establish or maintain your tenancy. The organisation that provides you with housing may be able to link you to a community support organisation when you move in.

Q74 Current support needs

Do you have any current support needs or are currently receiving support for any of the following options? Mark any that apply.

Option	Mark with X
Speech	
Intellectual	
Physical	
Specific learning	
Homelessness	
Psychiatric	
Hearing	
Aged care	
Drugs and alcohol	
Vision	
Neurological	
Autism	
Acquired Brain Injury	
Family violence	
Aged care assessment service (ACAS)	
National Disability Insurance Scheme (NDIS)	
Veterans and families support services	
Department of Veterans' Affairs	
None	
Other	

Other (please specify)

Q75 Do you have a guardian or administrator?

A guardianship order is a legal document that gives a person (called a 'guardian') power to make decisions on behalf of another person about personal matters. This may include decisions about where you live, health care and access to services. In some cases, there may be more than one guardian (called 'joint guardian's).

Administration orders give a person (called an ‘administrator’) the power to make decisions on another person’s behalf about their finances and associated legal affairs.

Option	Mark with X
No	
Yes	

Please specify

Future support needs

Q76 If you move into social housing, will you require any support?

Option	Mark with X
No	
Yes, I need help to establish my tenancy (less than 12 months)	
Yes, I need help to sustain my tenancy (more than 12 months)	

Q77 Will you need help with any of the following?

Option	Mark with X
Address current financial issues	
Build on living skills	
Link into local disability services	
Link into local mental health services	
Link into safety planning or family violence support	
Help with exit plans from medical institution or prison	
Find community supports in new housing area	
Address housing factors (isolation, instability, property maintenance issues)	
Link into veterans and families support services	

Authority to provide information

Q78 Do you want another person or organisation to be able to make enquiries about your application on your behalf?

If you get help from a guardian, administrator, support service, health professional or other individual you can give us their details here if you want them to be able to speak to us about your application. You can change your mind about this at any time.

Option

Mark with X

No, go to [Declaration, acknowledgement and consent](#)

Yes, continue to **Q79**

Q79 Person’s details (if any)

Required information	Your answer
Name	
Organisation name	
Address	
Suburb or town	
Postcode	
Telephone	
Email address	

Q80 What type of help or support do they provide?

Describe the help or support

Q81 Do you consent to us contacting the person above about your application?

Option	Mark with X
Yes	
No	

Q82 When we write to you, do you want a copy of the letter sent to your support person?

Please speak to them about this first, so that they can expect to receive copies of letters we send you.

Option	Mark with X
Yes	
No	

Declaration, acknowledgement and consent

I declare that all the information provided in this application for the Victorian Housing Register is true and correct.

I understand that as the primary applicant I have sole responsibility in my household to respond on all matters about this application, including offers of accommodation from social housing organisations.

I acknowledge that I must advise the Department of Families, Fairness and Housing (the department) if my circumstances change, and update the department with any details that are relevant to my Victorian Housing Register application.

I understand that if I enter into a tenancy agreement with any social housing organisation including the department, my application will be removed from the Victorian Housing Register as my housing need will have been met.

I confirm my consent for the department to provide my application to the social housing organisations I have nominated in my application.

I authorise the Director of Housing, or officers acting on behalf of the Director of Housing to confirm information concerning this application with those people and organisations I have previously nominated, including, if applicable, my Child Protection caseworker and the individual or organisation that has completed Section K of this application.

I confirm my consent for the department to send copies of correspondence to those people and organisations I have nominated in my application to receive copies of correspondence.

Warning: If you wilfully give information that is untrue in any particular in this application, you may be liable to penalties under section 40 of the **Housing Act 1983 (Vic)**.

By signing this form, I have	Mark with X
Completed all applicable areas of the form	
Attached all relevant documents indicated as required	
If you are being supported, your support worker has completed Section K (Eligibility Confirmation)	

Full name	
Signature	
Date	

Information privacy

The Department of Families, Fairness and Housing 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. For information about Freedom of Information (FOI) requests, call 1300 475 170 or [make an online FOI request](https://ovic.vic.gov.au/freedom-of-information/for-the-public/) <https://ovic.vic.gov.au/freedom-of-information/for-the-public/> through the Office of the Victorian Information Commissioner website.

For further information about privacy, call 1300 884 706 or [email the Feedback, External Oversight and Privacy unit](mailto:feedback@dffh.vic.gov.au) <feedback@dffh.vic.gov.au>.

Section K: Eligibility confirmation

Stop

Do not fill out this section. It should only be filled out by a worker from a homeless service or other housing related service if asked in [Section I \(Alternative housing\)](#).

The following questions relate to the applicant listed at the front of this application or one of their household members.

Q83 Organisation name

Organisation name

Q84 EPRIN (External Party Reference Identification Number)

EPRIN

Q85 Address

Street number and name

Suburb or town

Postcode

Q86 Telephone

Phone number

Housing situation

Q87 Is the applicant living in temporary housing, such as transitional housing, a refuge, crisis housing or emergency accommodation?

Option

Mark with X

No

Yes

Q88 Is the applicant living temporarily with family or friends?

Option

Mark with X

No

Yes

Q89 Provide details about the applicant’s housing situation.

Provide details

Q90 What is the date the applicant arrived in this accommodation and how long can they stay?

Provide date and length of stay

Q91 What is the reason they can’t remain there?

Provide reason

Q92 What assistance have you provided the applicant?

Assistance type	Mark with X
Assessment by IAP worker for placement on prioritisation list and possible referral to support service	
Advice and assistance on housing options, including private rental information, eligibility for the bond loan scheme and possible funds towards rent in advance	
Information about social housing – community and public – and the Victorian Housing Register	
Help to source and secure long term accommodation	

Declaration by community organisation

I declare that the applicant named in Section A of this application has demonstrated that their housing circumstances meets the Victorian Housing Register Priority Access guidelines under the Special housing needs – Insecure housing category.

The applicant has received the assistance indicated above.

This service has not been able to secure permanent accommodation for the applicant.

Worker’s full name

Worker’s signature

Date

Language link

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To receive this document in another format, phone 1300 475 170, using the National Relay Service (13 36 77) if required or [contact your local office](#) <<https://www.housing.vic.gov.au/contact-a-housing-office>>.

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