

# Application for Housing with



How did you hear about Women's Housing Company? \_\_\_\_\_

## 1. YOUR PERSONAL DETAILS

Surname

First Name

Residential Address

Postal Address   
(if different from residential address)

Telephone (h)

E-mail address

Date Of Birth  /  /  Country Of Birth

Nationality  Cultural Identity

Do you identify as Aboriginal & Torres Strait Islander      NO       YES

Main language and/or preferred language   
(if other than English)

Do you require the telephone interpreting service      NO       YES

## 2. FINANCIAL INFORMATION

You are required to declare all income; Centrelink, wages, shares, stocks, business, rent from property owned

Type of Income (please be as specific as possible)	Amount per week or fortnight (please circle which applies)
<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>

If you are in receipt of a Disability Support Pension, you will be required to fill in a **Medical Assessment Form**

Do you own or part own property      NO       YES

Do you have savings of more than \$5,000      NO       YES   
(this includes **superannuation investments** which you have access to)

If you have answered YES to any of the above questions, please attach relevant documentation with this application to evidence the details of your assets and investments.

### 3. YOUR CURRENT HOUSING SITUATION

Do you currently live in **Public Housing** (Housing NSW) NO  YES

Do you currently live in **Community Housing** NO  YES

If you have answered **YES** above, do you live in a bedsit NO  YES

Housing NSW **T-NUMBER**

Have you been housed in affordable housing in the past NO  YES

**If you ticked YES** to any of the above, why did / do you need to leave?

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**When** did you last have permanent, secure housing?

**Where** are you living now? Private Rental  fix term lease expiry date   
(if applicable)  
Family  Friends

OTHER (please specify)

**Your** rent per week \$  Food/other costs included? NO  YES

Would you accept a bedsit as temporary (**2-3 years**) accommodation NO  YES   
(If you are in great housing need and willing to accept a bedsit, you may not have to wait for a long time)

**Why** do you require housing with WHC? (Please provide as much information as possible as this will assist our assessment of your level of housing need. WHC can only consider the information you are providing to us)

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#### 4. YOUR HOUSING WISHES

Where would you like to live

Areas of Choice – please list your first three priorities **OR** any area.

(See notes on Property Location, list and map of local government areas attached)

<b>Any area</b> If you are in great housing need and you do not mind where you live <b>ONLY</b> tick this box	
<b>OR</b> list your first 3 preferences	
Local Government Area – priority	
Local Government Area – priority	
Local Government Area – priority	

Offers will only be made in your areas of choice (we cannot guarantee specific suburbs.) Women's Housing Company is for single women only. Therefore 1-bed units make up most of our stock. Please read the 'Information for Applicants to Women's Housing Company regarding reasonable offers.

Do you need a **2-bedroom** unit NO  YES

Do you need any of the following: **Ground floor** unit  **First floor** and above unit

If you have ticked **YES** to any of the above, you need to explain your reasons and provide supporting documentation from doctors or other professionals clearly stating how your needs relate to your housing wishes

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Do you have **pets** NO  YES  If yes, what **type**

Do you own a **car** NO  YES

**Additional Information** - please add any information we should know when assessing your housing need and allocating a suitable property

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**5. CONTACT INFORMATION & CONSENT**

Please provide details of someone who we can contact if we are unable to get in touch with you. With your signature you provide Women's Housing Company Ltd with **permission** to speak to the following person or organisation/s about your housing needs to assist with your application for housing.

**1. Name** or Organisation

Address

Telephone (h)

(w)

(m)

Relationship To you

**Your signature**

**Date**

\*\*\*\*\*

**2. Name** or Organisation

Address

Telephone (h)

(w)

(m)

Relationship To you

**Your signature**

**Date**

\*\*\*\*\*

**DATA COLLECTION**

Women's Housing Company Ltd has obligations to provide statistical information to the National Data Collection Agency who monitor trends in housing need. We do not provide them with names or any information that can identify you.

Do you give Women's Housing Company Ltd consent to use the information provided on this form for these statistical purposes?

**NO**

**YES**

**CONFLICT OF INTERESTS**

Do you know any Board Members / Directors or staff of Women's Housing Company Ltd?

**NO**

**YES**

If you have answered **YES**, please state who you know and in what capacity i.e. friend/family.

**PERMISSION**

With your signature at the bottom of the page, you give permission to Women's Housing Company to contact Housing NSW to verify your T-number status to assess your eligibility for public housing.

**DECLARATION**

I declare that all the information I have provided is true and to the best of my knowledge.

I understand to provide false information is fraudulent and will result in my application being withdrawn immediately.

**Your signature**

**Date**

**CONFIRMATION OF ELIGIBILITY AND HOUSING NSW STATUS****Section 1. Client's details (as per current Housing NSW records)**

In order to process your application, Women's Housing Company has to verify that you are currently ACTIVE on the Housing NSW waiting list. Please take this page of application form to your closest Housing NSW office for confirmation of the above information and return with your application.

**Please note: Your application can not be processed unless this form is signed and stamped by Housing NSW Officer**

Client Name:

DOB

Current Address

The client's T File No

**Section 2: Confirmation of Housing NSW Status**

Client application ref no

Date of client's original application

The client is currently listed on: Wait turn list

Priority list

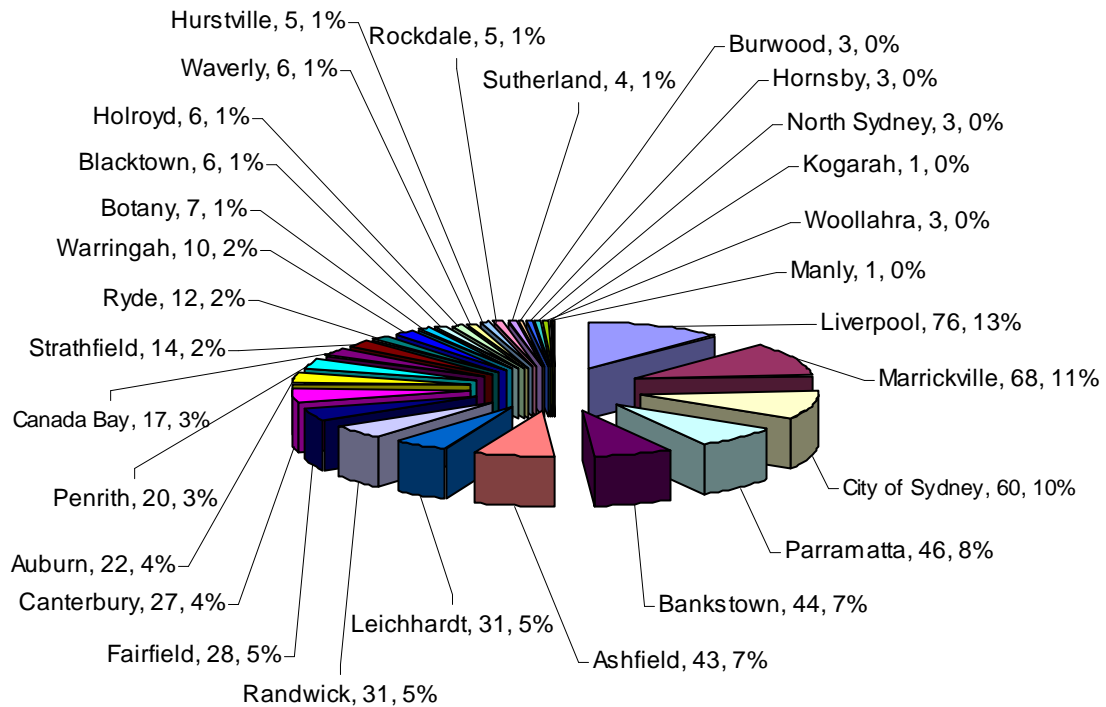
The client is currently eligible for housing with Housing NSW: Yes

Housing NSW Stamp

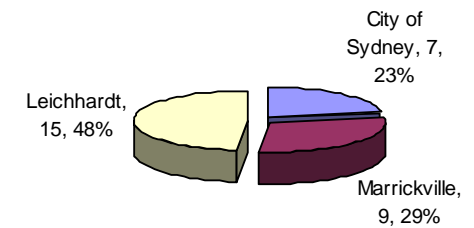
Signature of Housing NSW Officer

Date

## Women's Housing Company Ltd 602 Properties by LGA @ 30/6/08



## Properties for Employed women @ 30/6/08



## Information for Applicants to Women's Housing Company

**Please read the following information carefully. It contains important details which need to be aware of when applying for Community Housing with our organisation**

### Eligibility

Women's Housing Company (WHC) houses single women without dependent children.

At a minimum, women must have regular income to the equivalent of the independent rate of the Newstart Allowance with Centrelink. Women must have a current and active T-number with Housing NSW and must permit WHC to verify this with Housing NSW.

If you are already living long term affordable housing with Housing NSW or another Community Housing provider, you are not eligible for housing with WHC, unless you live in a bedsit. If you believe you have special circumstances to be considered nonetheless you will need to provide additional information to this effect. The only exception to the T-number condition is for working women who apply for our social housing program, or affordable housing projects.

### Opening Hours

WHC is open Monday to Friday between 9am and 4.30pm. We close Wednesday mornings and open from 1 – 4.30pm. The answering machine will take a message at all times when the office is closed or when staff is unable to take your call; we will call you back as soon as possible.

### Wait Time

It is not possible for us to advise of a timeframe before you are housed. We have limited housing stock. We must wait for women to move out of their property or obtain new stock in order to have vacancies. We cannot predict when this will happen, therefore cannot predict the length of waiting periods. Average waiting times are between three and five years depending on applicant requirements. In general, the more flexible applicants are about the geographical area where they wish to live, the quicker they will get offers of housing.

### Offers

WHC will make applicants three reasonable offers of housing based on the information provided to us. However, if all three offers of housing are rejected, WHC will assume that we cannot meet your housing need and your name will be removed from our waiting list.

### Reasonable Offer

WHC is only funded to provide housing to single women who wish to live alone. A reasonable offer for housing from WHC relates to secure 1 bedroom units, which contain a shower or a bath. Security measures are deadlocks on main unit doors at a minimum in combination with a security main door, or individual unit security doors. While WHC will attempt to meet personal needs as best as possible, anything above and beyond the stated description of a reasonable offer is not guaranteed. We do encourage you to state your needs as clearly as possible and to provide as much support evidence of your needs as possible.

### Bedsit accommodation

WHC has a small selection bedsits. These bedsits are short-term housing. We **aim** to move tenants into long-term accommodation within approximately 2 years. This is not always possible and time frames will vary. If you are willing to consider a bedsit as a temporary option to address your housing stress please tick the relevant box on your application.

### Waiting List Updates

These are issued every December, and all applicants are withdrawn until the form is returned to us. Applicants do not lose their place on the list, but will not be reactivated until WHC has received their completed form by the specified due date.

## **Floor Level**

WHC requests applicants to specify a floor preference on your application form. While we will attempt to meet your requirements, we cannot guarantee we will be able to unless you have specified medical documentation to support your request for instance that you physically are unable to climb stairs.

## **Pets**

Many housing organisations do not accept people with pets onto their waiting list, while WHC does, you are required to complete a 'Permission for Pet's form and obtain WHC approval first. Applications are assessed on a case-by-case basis taking into consideration the well being of an animal being kept in a confined space and the potential damage the pet may cause to the unity and the common areas. We will, however, only offer applicants with pets a property suitable for the pet they have, which may prolong the waiting time.

Dogs must have access to an enclosed yard or garden area and cats must be indoor cats. Permission for animals in our properties is granted based on the condition that if irreconcilable complaints with neighbours occur because of the animal/s, the tenant either needs to give up their housing with WHC or the animal/s need to leave the premises. In cases where WHC rents a property from a Real Estate Agent, pet ownership is at the landlord's discretion. Written permission from the Real Estate Agent must be obtained.

## **Property Location**

While WHC encourages all applicants to advise us of their three priority Local Government areas, many requests are difficult to meet. Most of our stock is located in the Inner West of Sydney or in the Western Sydney area. We have very little stock in the Eastern, Northern or Southern suburbs. The opportunity to house applicants in these areas is limited. If you have selected these areas, we would advise that you also select other areas with more housing stock. If you wish to apply only for housing in these areas, the waiting period will be lengthy.

Please take note of the additional information in your application pack which provides you with updated information on housing stock availability.

## **Changing Circumstances**

Should you become pregnant, or take on responsibility for caring for a child, i.e. through fostering or obtaining custody of grandchildren, or if you get married or decide to live with your partner, you are no longer eligible for housing with WHC. You need to advise us as soon as possible and we will remove your name from our list. If your circumstances change while being housed with WHC, a termination will be issued once a breach of tenancy has been substantiated; you will be given three months to find alternative accommodation. We will provide you with details of generalist community housing providers.

## **T-numbers**

WHC will contact Housing NSW at various stages during your time on our waiting list in order to check your application with Housing NSW is **active** or **current**. If Housing NSW advises that your application is closed or suspended, we will write and advise you to contact Housing NSW to reactivate your application. WHC will withdraw your name from our list until you contact us to advise your application is reactivated within a given time.

Women's Housing Company cannot house you if your Housing NSW application is not active.

This does not apply to applicants waiting for housing for women who work.

**Please call our office on 9281 1764 if you wish to discuss any of these points further or have any queries about our organisation or the application process.**

**Please make use of the free INTERPRETING SERVICE 131450 if you do not understand the content of this information.**

Women's Housing Company Ltd, 74-84 Foveaux St, Surry Hills NSW 2010  
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