

**Women's Housing Company (WHC)**

*This form is to be completed by an eligible household member applying to take over a WHC social housing tenancy. Please refer to the WHC Transition of Tenancy Policy to seek clarification around eligibility requirements.*

**Section 1: Tenant and Property Details**

**1.1 Current Property Address**

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**1.2 Current Head Tenant Name**

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**1.3 Tenancy Start Date**

\_\_\_ / \_\_\_ / \_\_\_\_

**1.4 Reason the Current Tenant Can No Longer Reside in the Property**

- Deceased  
 Serious illness / permanent care  
 Incarceration  
 Other (please specify): \_\_\_\_\_

**Date this change occurred:** \_\_\_ / \_\_\_ / \_\_\_\_

**Section 2: Applicant Details (Person Applying for Transition)**

**2.1 Full Name**

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**2.2 Date of Birth**

\_\_\_ / \_\_\_ / \_\_\_\_

**2.3 Phone Number**

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**2.4 Email Address**

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**2.5 Australian Residency Status**

- Australian citizen  
 Permanent resident  
 Temporary visa (please specify): \_\_\_\_\_

*(Note: Temporary visa holders will be assessed on a case-by-case basis)*

### Section 3: Household Composition

Please list all people currently living in the property

Full Name	Age	Relationship to Applicant	Approved Occupant (Y/N)

### Section 4: Residency and Occupancy History

#### 4.1 Date you moved into this property

\_\_\_ / \_\_\_ / \_\_\_\_

#### 4.2 Have you lived in the property continuously for the last two years?

Yes

No (please explain):

#### 4.3 Were you listed as an approved occupant on:

- Original housing application?  Yes  No
- Rent subsidy applications?  Yes  No

### Section 5: Children, Guardianship & Care (if applicable)

#### 5.1 Are there children (under 18) remaining in the household?

Yes  No

If yes:

#### 5.2 Your role in relation to the children:

Legal guardian

Parent

Kinship carer

Temporary / informal carer

#### 5.3 Do you hold formal guardianship or custody documents?

Yes (attach copy)

Pending / in progress

No (explain): \_\_\_\_\_

#### 5.4 Why is transition of tenancy in the best interests of the children?

### Section 6: Social Housing Eligibility

#### 6.1 Have you applied (or are you applying) for Housing Assistance with Homes NSW?

Yes – attached

In progress

Not yet

#### 6.2 Do you understand that approval is conditional on meeting social housing eligibility requirements?

Yes

## **Section 7: Income and Financial Capacity**

### **7.1 Current Income Sources (tick all that apply):**

- Employment
- Centrelink
- Child support
- Other: \_\_\_\_\_

### **7.2 Weekly / Fortnightly Income Amount (before tax):**

\$ \_\_\_\_\_

### **7.3 Are you able to meet the ongoing rental payments for this property?**

- Yes
- No (please explain how you propose to sustain the tenancy):

## **Section 8: Tenancy History and Conduct**

### **8.1 Have you paid rent regularly while living in the property?**

- Yes
- No (explain): \_\_\_\_\_

### **8.2 Have you been involved in antisocial behaviour, nuisance, or property damage while living at this or any WHC property?**

- No
- Yes (details required):

### **8.3 Have all WHC tenancy-related debts been repaid in full?**

- Yes
- No (details): \_\_\_\_\_

## **Section 9: Property Suitability**

### **9.1 Do you understand that transition approval may be conditional on relocating if the property is not suitable for your household size or needs?**

- Yes
- No

## **Section 10: Supporting Documentation Checklist**

Please attach copies of:

- Photo identification
- Proof of income (last 3 payslips / Centrelink statement)
- Evidence of changed circumstances (e.g. death certificate, medical letter, incarceration confirmation)
- Proof of residency in property (if requested)
- Guardianship / custody documents (if applicable)
- Homes NSW Application for Housing Assistance (if available)

### Section 11: Applicant Declaration

I declare that:

- The information provided in this application is true and correct
- I understand that providing false or misleading information may result in refusal of this application
- I understand that transition of tenancy is not automatic and is assessed in accordance with WHC policy
- I agree to enter into an interim tenancy (up to three months) if required during assessment

**Applicant Name:** \_\_\_\_\_

**Signature:** \_\_\_\_\_

**Date:** \_\_\_\_ / \_\_\_\_ / \_\_\_\_

### Section 12: Office Use Only (WHC)

- Application received: \_\_\_\_ / \_\_\_\_ / \_\_\_\_
- Interim tenancy offered:  Yes  No
- All documents received:  Yes  No
- Assessment completed: \_\_\_\_ / \_\_\_\_ / \_\_\_\_

**Outcome:**

Approved

Approved with conditions

Not approved

**Decision rationale:**

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**Name:** \_\_\_\_\_

**Signature:** \_\_\_\_\_