

Affordable Housing Application Form

Applications for affordable housing properties will only be considered if you comply with all the eligibility criteria. Your application will be assessed on the information you provide, and it is essential that you answer all questions with as much detail as possible.

Section 1 – Applicant Details

Full Legal Name:.....DOB:.....

CRN:.....TFN (if known):.....

Phone:.....Email:.....

Current Living status:

- | | | |
|---|---|---|
| ☐ Private Rental | ☐ Social Housing | ☐ Affordable Housing |
| ☐ Transitional Housing | ☐ Crisis Accommodation | ☐ Boarding House |
| ☐ Couch Surfing | ☐ Rough Sleeping | ☐ Friends/Family |

Residency Status:

- | | | |
|---|---|---|
| ☐ Australian Citizen | ☐ Permanent Resident | ☐ Temporary Resident |
|---|---|---|

Visa (if applicable):.....

Cultural Identity:.....

Interpreter Required (Language):.....

English Proficiency (Written + Verbal):.....

Are there any conflict of interests (i.e. does the client know any WHC Board members or Staff members personally?)

- ☐ Yes ☐ No

Has the client been housed with WHC before?

- ☐ Yes ☐ No

If yes, please provide

details:.....

.....

Section 2 – Eligibility

To be suitable for Affordable Housing applicants must:

- ☐ Must be employed a minimum of 15 hours per week. (as per WHC policy)
- ☐ Income bracket: Please refer to the Ministerial Guidelines to calculate household income eligibility limits
- ☐ based on your household size: <https://www.facs.nsw.gov.au/download?file=843446>
- ☐ Housing Need: Applicants must be in housing need and unable to resolve this need in the medium term without assistance. Factors demonstrating need include currently living in unaffordable and/or unsuitable housing and the need to relocate for employment or family reasons.
- ☐ Assets: Applicants should not have assets or property, which could reasonably be expected to solve their housing situation.
- ☐ Australian Residency: Applicants must be Australian residents or Permanent Resident of Australia and currently living in Australia. You must be able to attend a viewing within 24 – 48 hours of offering of property

Section 3 – Income and Assets

Income

Please provide information in the table below on your total gross household income (before tax). List all income from any source (i.e. full or part time employment, Centrelink allowances, rent assistance, income from all financial investments, income received from property)

Source of income (Salary/interest on investment/Centrelink etc.)	Name & Address of Employer (if applicable)	Gross income per fortnight (before tax)
		\$
		\$
		\$
		\$
Total household income before tax, per fortnight:		\$

Details of your current occupation & place of employment

Occupation:.....

Employer:.....

Place :.....

Hours per week:..... Employment type: ☐ Casual ☐ Part-time ☐ Full-time ☐

Contract

Assets

Do you own or part own property or land that could resolve your housing need?

☐ Yes ☐ No

If you ticked yes, please provide details here:

.....

Do you own or part own property or land that generates an income?

☐ Yes ☐ No

If you ticked yes, please provide details here:

.....

Do you own a car?

☐ Yes ☐ No

Do you have a pet?

☐ Yes ☐ No

If you ticked yes, please provide details here:

.....

Section 4 – Further information

Please tell us anything else you would like us to know about your housing needs:

.....

.....

.....

Applicants and Eligibility Criteria

The WHC Affordable Housing Project is designed for women who are currently employed and wish to live independently, without partners, children, family members, or friends in the household. Rent is set for a fixed 12-month period, and any increase in income may result in a rent adjustment at the time of signing a new agreement based on updated income details. If employment is lost, rent is generally not reduced; however, under WHC policy, a grace period of up to three (3) months may be provided to support the tenant in regaining employment, including referral to the Program Co-ordinator for assistance in securing a new job. In some circumstances, a temporary rent reduction may be considered, but this is conditional and offered at WHC's discretion.

tenancy Agreement Special Conditions

The Term of the Tenancy Agreement will be fixed for 12 months. Subsequent annual fixed term agreements will be subject to renewal if the tenant continues to meet the income and other eligibility criteria. Tenants will be required to supply Women's Housing Company with



documented proof of their total annual household income on an annual basis for the lease to be renewed.

Bonds

Tenants will be charged a Bond when they sign their tenancy agreement. The Bond will be equivalent to four weeks rent. The Bond will be lodged with the Rental Bond Board.

Privacy

This application form and any subsequent information provided by the applicant will be stored securely and the information protected in accordance with Privacy Legislation. Applicants will have their information returned to them at any time on request.

Declaration of Interest

Do you have, or are you aware that any member of your household has, a connection with a Director or staff member of Women's Housing Company?

☐ Yes ☐ No

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

I give consent for the Women's Housing Company to use the information provided on this form for statistical purposes.

☐ Yes ☐ No

Your Signature:..... Date:.....

Nationality:..... Ethnic Origin:.....

Country of Birth:..... Main Income Source:.....

Do you require an interpreter? ☐ Yes ☐ No

Main Language:..... Second Language:.....

Indigenous Status:

- ☐ Aboriginal Confirmed
- ☐ Aboriginal Not Confirmed
- ☐ Torres Strait Islander Confirmed
- ☐ Torres Strait Islander Not Confirmed
- ☐ Not Known

Disability Type:

- ☐ Physical/Diverse
- ☐ Intellectual/Learning
- ☐ Sensory/Speech
- ☐ Psychiatric
- ☐ Other:.....

Employment Status:

- ☐ Employed Fulltime
- ☐ Employed Part Time
- ☐ Employed Casual/Seasonal
- ☐ Self Employed
- ☐ Job Seeking

Education / Training Status:

- ☐ Studying Fulltime
- ☐ Studying Part Time
- ☐ Apprenticeship / Traineeship
- ☐ Short Course
- Field of Study

Most recent housing type

- ☐ Homeless/Refuge
- ☐ Aboriginal Housing
- ☐ Community Housing
- ☐ Public Housing
- ☐ Private Rental
- ☐ Home Ownership
- ☐ Other:.....

Immigration Status:

Date Arrived:.....

Visa Type:.....

Visa expiry Date:.....

Visa conditions:.....

NSW Trustee and Guardian involvement? ☐ Yes ☐ No

Court / Community Services Order in place? ☐ Yes ☐ No

Do you own a pet? ☐ Yes ☐ No Details:

Do you own a vehicle? ☐ Yes ☐ No Registration Number:.....

Documents Checklist

Pay slips

- ☐ 3 recent pay slips for part-time and full-time employment, which show current income

OR

- ☐ 12 recent pay slips for casual employment, which show current income

Identification

- ☐ Proof of Australian residency or citizenship
☐ Copy of Driver's License, Passport, or any other photo identification

APPLICANT DECLARATION

I have read and understood the Eligibility Criteria for affordable housing and believe that I meet the criteria and I declare that the information I have provided on this form is true and correct. I understand that I may be asked to supply additional evidence to support the statements I have made.

I agree that the WHC may contact persons named in the application to verify information and/or seek references. If I become a tenant of the WHC, I understand that I may be asked again to provide documentary proof at any time.

False or misleading information may lead to non-acceptance of an application and/or render this application null and void.

I agree that the WHC may read and record all the information provided in this form and any subsequent information I provide relating to my tenancy.

I also agree that this application form may be kept on record so that I can be contacted if a similar vacancy arises in the future.

Name:

Signed: Date:

Please return this form and the accompanying documents to:

Womens Housing Company

Suite 901, Level 9

418a Elizabeth St

Surry Hills 2010

Or email contact@womenshousingcompany.or