

## Information for Affordable Housing Applicants

### Wentworth Community Housing

Wentworth Community Housing is a registered not-for-profit housing company, committed to providing secure, appropriate and affordable housing across Western Sydney. Our housing is targeted at people on low to moderate incomes.

### Eligibility requirements

To apply for an affordable housing property, you **MUST** meet **ALL** the following requirements:

- **Income:** your total household income before tax must be within the determined income eligibility range, including Commonwealth Rent Assistance.
- **Housing Need:** you must demonstrate a need for affordable housing and unable to resolve this need in the medium to long term without assistance. Some factors demonstrating need include living in unaffordable and/or unsuitable housing and the need to relocate for employment or family reasons.
- **Local Criteria:** it is essential that you have established links to the local area to ensure the housing is appropriate to your circumstances.
- **Assets:** you should not have assets or property which could reasonably be expected to solve your housing situation.
- **Household size:** the number of people that live with you must be appropriate to the size of the home.
- **Australian Residency:** you must be an Australian citizen or have permanent residency, living in Australia. You must provide proof of this via for example Australian Birth Certificate, Certificate of Citizenship, Passport or Permanent Visa.
- **Good Rental History:** you will need to demonstrate your ability to sustain a successful tenancy. This will usually be by means of good rental ledger and/or rental reference/s.

### Tenancy Agreement Special Conditions

#### The Term

The initial tenancy agreement will be for a fixed term of 3 months with a further 9-month fixed term lease offered following a review of the tenancy. All subsequent 12-month fixed term agreements will be considered subject to the tenant continuing to meet income eligibility criteria.

Tenants will be required to supply proof of their household's total income on an annual basis.

#### Bonds

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

## APPLICATION FOR AFFORDABLE HOUSING

Your application will be assessed based on the information you give on this form. It is essential that you answer all questions with as much detail as possible. You should tick the answer or write in details as appropriate. Please provide extra documentation if required. **Please do not forget to sign and date this form and return to Wentworth Community Housing.**

**PLEASE NOTE** - Applications for Affordable Housing properties can only be considered if they comply with all the eligibility criteria set out in the 'Information for Affordable Housing Applicants' document above.

### PERSONAL DETAILS (Primary Applicant/s)

**Name:** Family Name: Mr/Mrs/Ms .....

Given Name/s .....

**Current Address:** No. & Street: .....

Suburb: .....Post Code: .....

How long have you been at this address: .....Years..... Months

Name of **Current Landlord:** .....Phone: .....

**Telephone:** (Work) .....(Home).....

(Mobile)..... Email address .....

If you do not have your own phone, please give a number where we can leave a message for you.

**Postal Address** (If different from above) .....

Name / Address and Phone Number of **nearest relative** not living with you.....

..... **Ph:** .....

**Date of Birth:**

**Gender:** Male / Female

Are you a permanent resident or citizen of Australia?

Yes  No

(Please supply documentary evidence e.g. Birth Certificate, Passport, Certificate of Citizenship)

Other people who will be living with you. (Please list all members of your household who will be living with you if your application is successful).

Full Name	Male/Female	Date of Birth	Relationship to you

### HOUSEHOLD CULTURAL BACKGROUND

Ethnic / cultural background: (Applicants are asked to provide this information to ensure that Wentworth remains accessible to all members of the community.)	
What is your preferred spoken language?	
Do you require an interpreter	for spoken English    Yes <input type="checkbox"/> No <input type="checkbox"/> for written English    Yes <input type="checkbox"/> No <input type="checkbox"/>

### YOUR INCOME

Please provide information below on total gross household income (Before Tax). List all members of your household above 18 who receive an income from any source (i.e. from full or part time employment, benefits, pensions, allowances, rent assistance or investments). **ALL HOUSEHOLD MEMBERS OVER 18 YEARS MUST PROVIDE THEIR INCOME DETAILS**

NAME OF HOUSEHOLD MEMBER	SOURCE OF INCOME (salary/benefit/ Child support, interest on investments etc.)	NAME AND ADDRESS OF EMPLOYER (if applicable)	GROSS INCOME PER FORTNIGHT (Before tax)
			\$
			\$
			\$
			\$
<b>Total household income before tax per fortnight.</b>			\$

Occupation of head of household .....

If you are currently working, how long have you been in continuous employment? .....

If your income varies from week to week you should assess your total income for the last financial year or other verifiable period and convert to a fortnightly average.

**Please note: You must attach a copy of your last tax return – this is a requirement for all applicants whether working or not.**

## YOUR ASSETS

Do you or any member of your household own or are purchasing a house and/or land? If 'Yes' please give details	Yes <input type="checkbox"/> No <input type="checkbox"/>
Do you or any member of your household own other assets that generate income? If 'Yes' please provide details.	Yes <input type="checkbox"/> No <input type="checkbox"/>
Do you or any member of your household own any other assets other than normal household contents and car? If 'Yes' please give details	Yes <input type="checkbox"/> No <input type="checkbox"/>

## CONNECTION WITH THE LOCAL AREA

One of the criteria for Affordable Housing is established links with the local area to ensure housing is appropriate to your circumstances.

Do you currently live in the advertised affordable housing property/ies?	Yes <input type="checkbox"/> No <input type="checkbox"/>
If "Yes" How long have you lived in the area?	Years Months
If "No" – Why do you want to live in this area? For example, family supports, children attend school in area	Please provide supporting evidence if available

## YOUR CURRENT HOUSING

To be eligible for affordable housing you need to demonstrate that you can sustain (keep) a tenancy. This is generally demonstrated by providing a current rental ledger and/or references from your landlord.

1. Do you have a current lease?	Yes <input type="checkbox"/> go to 2. below No <input type="checkbox"/> go to 3. below
2. Please provide details of your current landlord	Name:  Phone Number:
3. Please provide evidence to prove that you can keep a tenancy (eg letter/statutory declaration/reference/medical assessment)	

Please tick as many of the criteria below that best describes the reason you are considering changing your home. Please provide an explanation for each criterion you have ticked.

Criterion	✓	Explanation
I find it difficult to pay the rent		How much is your weekly rent? \$
Accommodation is too small for household size		
Our home is in a poor state of repair		
Current dwelling/ location has negative impact on medical condition		
Housing is temporary or insecure or I am under a Notice to Vacate.		
Other		

**PLEASE PROVIDE DETAILS BELOW OF THE TYPE OF HOUSING YOU REQUIRE.**

How many bedrooms does your household need?	
Does any household member have any special housing requirements which may influence your housing needs (e.g. disability, medical conditions, access to public transport or education?)	Note: Please provide/attach supporting documentation
Please list the pets that will be kept on the premises. Also, please indicate whether they live inside your home. Please note that not all our homes are appropriate for some pets.	
Other.	

**FURTHER INFORMATION**

Please use this space to tell us further about your housing need, your connection with the Local area, your current housing circumstances or any other information which may help Wentworth Community Housing assess your application for housing.

(Provide a separate sheet if necessary).

.....

.....

.....

.....

.....

.....

.....

.....

.....

.....

.....

.....

.....

.....

.....

.....

.....

.....

.....

.....

.....

.....

.....

**DECLARATION OF INTERESTS**

Do you know of any close connection of any member of your household with any director or staff member of Wentworth Community Housing? If "Yes" please state, the name	Yes <input type="checkbox"/> No <input type="checkbox"/>  if yes, Name:
---	---

## **Checklist**

### Documents which **MUST** be included with your application:

- A reference from your current landlord and/or a rental ledger.
- Proof of residency/Australian citizenship (eg: Passport, Birth Certificate, Permanent Residency Visa)
- For every household member over 18 years of age: evidence of current 12 months of gross income, via latest pay slip not more than 2 weeks old (if applicable) showing YTD gross income, together with their current PAYG Summary (Group Certificate) and/or report from Centrelink showing past 12 months of payments received **or** complete our Centrelink Multiple Consent Authority Form allowing us permission to download your past 12 months of payments.
- If you have a medical condition that requires a certain type of property, a letter from your doctor or specialist giving details.
- Copy of Drivers Licence, Passport or another photo identification.

**ALL THESE DOCUMENTS MUST BE PROVIDED OTHERWISE YOUR APPLICATION CANNOT BE PROCESSED.**

#### **APPLICANT DECLARATION**

I have read and understood the Eligibility Criteria for this home and believe that I meet these criteria.

I declare that the information I have given on this form is true and correct. I understand that I may be asked to supply additional documentary proof in support of any statements I have made. I also agree that Wentworth Community Housing may contact persons named in this application to verify information and/or seek references and that, if I become a tenant of Wentworth Community Housing, I understand that I may be again asked to provide documentary proof at any time. I agree that Wentworth Community Housing may read and record all the information provided in this form, and any subsequent information I provide relating to my tenancy.

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

Signed.....

Date.....

Name.....

Please return this form and the accompanying documents to:

**Wentworth Community Housing**

Borec House, Suite 1002, Level 1, 29-57 Station St Penrith NSW 2750

PO Box 4303, Penrith Westfield NSW 2750

#### **Privacy**

This application form and any subsequent information provided by you will be stored securely and the information protected in accordance with Privacy Legislation. You may have your information returned to you at any time on request. Personal information provided to Wentworth Community Housing may be accessed upon request (three working days notice required) by applicants, and applicants can also request details to be corrected where inaccurate information is recorded.