

Application for public housing

Public housing provides shelter and security for people in need – especially those who have recently been homeless or need support.

Who can apply?

Single people, couples or families can apply. A group of people can also join together to make a group application.

Before you apply

Please read the *Guide to applying for public housing* before completing this form. It has information about:

- Being eligible for public housing
- Potential wait times
- Documents we will need from you.
- Waiting list areas
- All the sections in this application form

The guide is available from your local Department of Health & Human Services office or our website: www.housing.vic.gov.au.

How to apply

Your household is made up of yourself and the people you will live with. Fill in this application to tell us about your household and to have your household placed onto the general public housing waiting list.

What if you have an urgent need for housing?

If you need a home urgently and wish to be approved for early housing, you can fill in the **Early housing supplement to the Application for public housing** and give it to us with this application.

The supplement asks questions about your current housing circumstances so that we can decide if your situation meets one of our early housing categories.

This form is available from your local Department of Health & Human Services office or our website: www.housing.vic.gov.au.

Get this document in another format?

If you would like to receive this document in another format, visit our website (www.housing.vic.gov.au) or contact your local Department of Health & Human Services office, using the National Relay Service **13 36 77** if required.

If you are experiencing family violence or you are homeless

If you need immediate assistance because of family violence, call the Women's Domestic Violence Crisis Service on **1800 015 188**. It is free and operates 24 hours a day, 7 days a week.

If you are homeless and need crisis accommodation, call the housing crisis line on **1800 825 955** to speak to a housing and support worker. This service operates 24 hours a day, 7 days a week.

Lodging this form

If this is a new application, mail to:

Public Housing Application,
Department of Health & Human Services — HCC,
Reply Paid 933,
MOE VIC 3825.

If this is a transfer application, take or mail to the Department of Health & Human Services office that manages your public housing tenancy.

No postage stamp required.

Office use only / / Received by	Received by	<input type="checkbox"/> Yes <input type="checkbox"/> No Application complete	/ / Date registered	Service ID
---------------------------------------	-------------	--	------------------------	------------

Filling in this form

Use black or blue pen.

Use CAPITAL letters.

Mark boxes like this with a ✓ or ✗.

Documents we need with this application

Listed below are documents that you and everyone who will live with you may need to give us to confirm your **general eligibility** for public housing.

As you fill in the form, you will see the  symbol. It is there to tell you what other documents you may need to give us in some situations.

General eligibility

For each person who will live with you, you will need to give us:

- **Proof of identity.**
 - If you are a Centrelink customer, over 15 years of age and with an independent income, then you do **not** need to provide Proof of identity documents.
 - If you are over 15 years of age and have an income that is not from Centrelink then you must provide Proof of identity documents.
 - Please refer to the Proof of identity factsheet which you should have received with this application. If you don't have it, you can get it from our website at (www.housing.vic.gov.au) or by contacting one of our offices.
- **Proof of Australian residency.** For each person who was not born in Australia, please include one of the following:
 - Australian Citizenship Certificate
 - immigration visa
 - passport or a letter from the Department of Immigration and Border Protection.
- **Proof of income.** Please refer to the Guide to applying for public housing for a list of specific documents you may need to provide. As a general rule, if you:
 - Receive a Centrelink payment and **you agree** to use Centrelink Confirmation eServices (see Section G), you do not need to give us any income or asset-related documents.
 - Receive a Centrelink payment and you **do not agree** to use Centrelink Confirmation eServices, you will need to give us an income statement from Centrelink that is less than two weeks old.
 - Receive an income from the Department of Veterans' Affairs (DVA), you will need to give us an income and asset statement from DVA that is less than two weeks old.
 - 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.
 - Are self-employed, please have an accountant complete a *Self-employed 13 week profit and loss statement*.
- **Proof of assets.** Please refer to the *Guide to applying for public housing* for a list of specific documents you may need to provide. If bank accounts are your only asset, you will only need to provide a copy of your bank book or bank statement (less than two weeks old). An automatic teller machine (ATM) statement is allowed as long as it shows that you are the card holder.
- **Confirmation of children's names and custody** arrangements. If there are dependants in the household, you will need to give us one of the following documents to confirm the names of the children:
 - Medicare card or Health care card.
 - 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.

Need more information?

- Visit the department's website: www.housing.vic.gov.au
- Contact your local Department of Health & Human Services office. A list of local offices can be found on our website.

Housing application information

Do you or a household member have an existing application for public housing?

No Yes, what is the reference number (application number)?

Section A About you

The person listed in this section will be the **Primary applicant**.

As the Primary applicant, you are the person who owns this application.

You might also be applying on behalf of other people. In this application they are referred to as:

- **Household member** – an adult who will live with the Primary applicant.
- **Dependant** – a household member under 18 years of age who will live with an adult named in the application.

It is the Primary applicant's responsibility to contact us if there are any changes to this application.

All correspondence about this application, including offers of accommodation, will only be sent to the Primary applicant.

A1

Your name (as it appears on official documents)

Mr Miss Ms Mrs Dr Prof Other

First given name

Second given name

Family name

Do you have a name you would prefer us to call you by? No Yes, what is it?

Have you ever used, or been known by, any other name?

(for example, name at birth, maiden name, previous married name, alias)

No Yes, what is it?



Proof of identity documents. See page 2 for further information.

A2

Date of birth

A3

Gender

Male

Female

A4

What is your relationship status?

Single

Partnered

A5

Are you Aboriginal or Torres Strait Islander?

No

Yes, Aboriginal

Yes, Torres Strait Islander

A6

What is your postal address?

You may use a 'care of' address in situations of family violence or homelessness.

Address

Suburb/Town

Postcode

A7

What is your residential address?

Same as postal address provided above

No fixed address

Address

Suburb/Town

Postcode

A8**Contact details**Telephone Landline Mobile Email address **We will need to write to you about your application. How would you like to receive letters from us?** Post Email**A9****In which country were you born?** Australia Other (tell us where)  If you were not born in Australia, you will need to give us Proof of Australian residency documents. See page 2 for further information.**A10****What is your Australian residency status?**
 Australian citizen, **go to A14**
 New Zealand resident
 Protection Visa*
 Permanent resident
 Temporary Protection Visa
 Resolution of Status Visa*
 Sponsored migrant
*Visa subclass if applicable **A11****When did you start living in Australia?** / / **A12****Are you affected by Centrelink's two-year newly-arrived residents waiting period?** No Yes (give the expiry date) Expiry date / / **A13****Did you migrate to Australia under an Assurance of support?** No Yes (give the expiry date) Expiry date / / **A14****Do you require an interpreter when speaking with us?** (This includes interpreters for languages other than English, and for people who have a hearing or speech impairment) No Yes, **what is your preferred language?** **Section B****Privacy and this application****B1****Do you wish to secure your application by providing us with a password and security questions?**

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.

 Yes, **go to B2** No, **go to B4****B2****Select a secret word that will be your password. It can only be used by you to access your application details.**Password **B3****Select a question that only you, the Primary applicant, know the answer to.**

(This will help prove your identity if you forget your password)

Question (e.g. Mother's maiden name)

Answer

B4

Do you want another person, or an organisation to be able to make enquiries about your application on your behalf? (You can change your mind about this at any time).

If you get help from a 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.

No, **go to B5**

Yes, **provide details:**

Complete the person and/or organisation's contact details:

Person's name

Organisation name

Address

Suburb/Town

Postcode

Telephone

Landline

Mobile

Email address

If they provide you with help or support, what type of help or support is it?

Do you consent to us contacting the person and/or organisation above about your application?

Yes No

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)

Yes No

B5

If you move into public housing, will you require any support?

By support, we mean assistance from a community organisation to establish or maintain your tenancy. We may be able to link you to an appropriate community organisation at the time we provide you with housing.

Yes No

Section C

Information about your income and assets

If you receive money from Centrelink you can select to do one of the following:

- Give us an income and asset statement from Centrelink (that is less than two weeks old).
- Use Centrelink Confirmation eServices (CCeS) to allow us to get your income and asset details directly from Centrelink.

C1

Please provide your Centrelink Reference Number (CRN) or Veterans' Affairs (DVA) Number

CRN

DVA

C2

Do you agree to use Centrelink Confirmation eServices so that we can confirm your income with Centrelink?

Yes, (sign the *Consent to use Centrelink Confirmation eServices* in Section G), **go to C5**

No, **go to C3**

C3

Tell us about any income you receive, such as Centrelink payments, wages, self-employed income, Veterans' Affairs or compensation payments.

Income type

Gross income
(per week)

\$

Income type

Gross income
(per week)

\$

\$

\$

\$

\$



Proof of income documents. See page 2 for further information.

C4**Do you have any assets?** (This does not include real estate)

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.

- No, go to C5
 Yes, list your assets and their value below.

Asset type	Value \$	Can the asset be cashed in or sold?
<input type="text"/>	<input type="text" value="\$"/>	<input type="checkbox"/> Yes <input type="checkbox"/> No
<input type="text"/>	<input type="text" value="\$"/>	<input type="checkbox"/> Yes <input type="checkbox"/> No
<input type="text"/>	<input type="text" value="\$"/>	<input type="checkbox"/> Yes <input type="checkbox"/> No
<input type="text"/>	<input type="text" value="\$"/>	<input type="checkbox"/> Yes <input type="checkbox"/> No
<input type="text"/>	<input type="text" value="\$"/>	<input type="checkbox"/> Yes <input type="checkbox"/> No
<input type="text"/>	<input type="text" value="\$"/>	<input type="checkbox"/> Yes <input type="checkbox"/> No

-  Proof of asset documents. See page 2 for further information.

C5**Do you own or part-own any real estate?**

- Yes No, go to Section D

-  We will need 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.

Asset value

Address of real estate

Address

Suburb/Town Postcode

Do any of the following circumstances apply to the property?

- Are you able to live in the property permanently? Yes No
 Can this real estate or land be sold? Yes No
 Is the property for sale? Yes No

If you answered No to any of the these questions, tell us why:**Is the property subject to a dispute or an application for settlement in the Family Court?**

No Yes (reason)

-  If you are unable to live in the property permanently, we need documents that explain why.
-  If the property is for sale, we need a document from the real estate agent confirming this.
-  If there is a dispute or application for settlement, we need a document from your solicitor including details of ownership.

Section D

Information about where you live now

If you are a current public housing tenant, go to Section E.

D1

Where are you living at the moment? (Please tick all boxes that apply)

- | | |
|--|--|
| <input type="checkbox"/> Caravan park | <input type="checkbox"/> Community care unit |
| <input type="checkbox"/> Crisis accommodation | <input type="checkbox"/> Family and friends |
| <input type="checkbox"/> Hotel | <input type="checkbox"/> Housing association |
| <input type="checkbox"/> Owner-occupier | <input type="checkbox"/> Private rental |
| <input type="checkbox"/> Public housing | <input type="checkbox"/> Rooming or boarding house |
| <input type="checkbox"/> Student accommodation | <input type="checkbox"/> Temporary accommodation |
| <input type="checkbox"/> Transitional Housing Management (THM) | <input type="checkbox"/> Vehicle |
| <input type="checkbox"/> Prison (provide release date) | <input type="checkbox"/> Other (give details) |

D2

What type of dwelling are you living in? (Please tick one box only)

- | | |
|---|---|
| <input type="checkbox"/> Bedroom | <input type="checkbox"/> Transportable home |
| <input type="checkbox"/> House | <input type="checkbox"/> Studio or bedroom that is not part of the main house |
| <input type="checkbox"/> Flat/unit | <input type="checkbox"/> No dwelling or Other (provide details) |
| <input type="checkbox"/> Movable unit/self-contained bungalow | |

D3

Date you started living there

D4

How many weeks can you live there?

- | | |
|---|--|
| <input type="checkbox"/> Approximate number of weeks <input type="text"/> | <input type="checkbox"/> Until other accommodation becomes available |
| | <input type="checkbox"/> Unsure |

Section E

Additional housing information

E1

Are you expecting a child?

We need this information so we can work out how many bedrooms are needed.

- No Yes, what is the due date?



If yes, we will require a letter from a doctor confirming when the baby is due.

E2

Are you applying for sponsored accommodation?

Some community organisations hold nomination rights for some of the department's public housing rental properties. When vacancies occur in these properties then the sponsor agency decides who will be offered the property.

- No Yes (name of sponsor agency)

E3

Are you applying under the Housing and Support Program (HASP)?

- No Yes (name of HASP agency)

E4

Are you applying for a mutual swap?

A *mutual swap* is when one public housing tenant swaps their property with another public housing tenant.

- No Yes



If yes, please complete and enclose a *Mutual swap* form with this application.

E5**Please tick the relevant boxes below if you or anyone who will live with you 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 (for example, without stairs, or low density).
- Disability modifications to be installed in the property (for example, grab rails, lever taps).

If you tick any of the boxes above, you will need to complete an *Application for special housing requirements*. You can get this form from our website or one of our offices.

E6**Would you like us to send your information to other housing providers if they have accommodation that might be suitable for you?**

You may be eligible for other housing assistance in addition to public housing. When accommodation becomes available, other social housing providers contact us to request information about households who may be interested.

- No Yes, **tick the relevant boxes:**
- Aboriginal Housing Victoria
 - Registered housing associations or providers
 - Rental housing cooperatives
 - Rooming houses with self-contained accommodation.

Section F**Where you would like to live****F1****Tell us where you want to live**

You cannot choose a specific suburb or town to live in, but you can choose up to three areas. These areas are known as *waiting list areas*.

Cities and larger towns – such as Ballarat, Bendigo, Geelong and Melbourne – include a number of connecting suburbs or towns in each waiting list area. These are linked by public transport.

Smaller towns in country areas usually form their own waiting list area.

Unless we have recognised that you need accommodation in a specific location within a waiting list area, you could be offered housing in any one of the suburbs or towns within your chosen waiting list areas.

The full list of waiting list areas is available in the *Guide to applying for public housing*, or you may contact your local office to discuss waiting list areas.

Choose up to three waiting list areas where you would like to live:*(Please remember that you may be offered housing in any one of them)***First****Second****Third**

If you ticked Yes at question C2 then please read, complete and sign the section below.

If another adult who will live with you agrees to use Centrelink Confirmation eServices then please ask them to also read, complete and sign the section below.

G1

If you or any household member 18 years or over wish to use Centrelink Confirmation eServices (CCeS) to tell us about your income and assets, please read the information and fill in and sign the consent form.

CCeS is an online service that allows us to obtain information directly from Centrelink.

CCeS has strict privacy and security standards. We must have your consent before we can obtain information about you from Centrelink.

You and your household members can provide consent by signing the *Consent to use CCeS* below and ticking the Income confirmation and/or Contact and address verification check boxes.

More information about CCeS is available from Centrelink and from Centrelink's website:

<http://www.humanservices.gov.au/>

Consent to use Centrelink Confirmation eServices

I/we authorise the Australian Government Department of Human Services (Centrelink) to provide the Victorian Department of Health & Human Services (the department) with the results of the enquiries I/we have indicated below in order to enable the department to determine if I/we qualify for one or more of its housing services.

I/we 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/partnered status, Centrelink deductions, income from sources other than Centrelink and assets.
- **Contact and address verification.** Current address and contact details, and also address history (up to two years), which the department may use to support an application for early housing.

I/we authorise the department to use Centrelink Confirmation eServices to perform a Centrelink enquiry of my/our Centrelink income, asset and payment details.

I/we understand this consent, once signed, remains valid while I am/we are a customer of the department, unless I/we revoke it by contacting the department or Centrelink.

I/we understand that if I/we withdraw my/our consent or do not alternatively provide proof of my/our circumstances/details, I/we may not be eligible for the service provided by the department.

Primary applicant

Full name

Date of birth

 / /

Centrelink Reference Number (CRN)

I consent to using the following service(s):

- Income confirmation
- Contact and address verification

Signature

Date

 / /

Household member

Full name

Date of birth

 / /

Centrelink Reference Number (CRN)

I consent to using the following service(s):

- Income confirmation
- Contact and address verification

Signature

Date

 / /

Important: If other people are going to be living with you, please complete Section H



Declaration, acknowledgement and consent

I declare that all the information requested in this application for public housing has been provided, and is true and correct.

I understand that as the primary applicant I have sole responsibility within my household to respond to the Department of Health & Human Services on all matters about this application, including offers of accommodation.

I acknowledge that I must advise the Department of Health & Human Services if my circumstances change, and update the department with any details that are relevant to my application.

I understand that if I enter into a tenancy agreement with any other social housing provider (such as those listed in Question E6), my application will be removed from the waiting list as my housing need will have been met by the other social housing provider.

I confirm my consent for the Department of Health & Human Services to refer my application for public housing to the other forms of housing assistance I have nominated, if I have nominated any.

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.

I confirm my consent for the Department of Health & Human Services 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).

Full name

Signature

Date

Checklist

Please read through this checklist to make sure that you have fully completed the form and included everything we have asked for.

Tick each box to make sure you have:

- Completed all the parts of the application form, giving all details requested for all household members – including **Section H** if there are other people who will live with you.
- Included documents to confirm the identity of each household member over 15 years of age, if they do not receive an independent income from Centrelink.
- Included documents to confirm the residency status of each household member **not** born in Australia.
- Included all other documents we have asked for (check for the  symbol to see if documents are required for questions you have answered).
- Signed the *Declaration, acknowledgement and consent* (above).
- Ensured that all household members 18 years of age and over who have agreed to use **Centrelink Confirmation eServices** have completed and signed the consent form in Section G.

For household members who do **not** have a Centrelink income, or have not signed the Centrelink consent form in Section G, make sure you have included copies of:

- Income statements and other income documentation for all household members who earn money.
- Bank statements or bank books for all bank accounts of household members.

Section H**Additional household member and dependants****H1****Will any adults be living with you?** No, go to H13 Yes, go to H2 to give us the details of one adult who will live with youIf more than one adult will live with you, please fill in one *Additional public housing applicant and/or dependants* form for each extra adult. This form is available from our website or your local office.**H2****What is their name?**Title (Mr, Mrs, Ms, Miss, etc.) Full name **Do they have a name they would prefer us to call them by?** No Yes, what is it?**Have they ever used, or been known by, any other name?** (for example, maiden name, previous married name) No Yes, what was it?

Proof of identification documents. See page 2 for further information.

H3**Date of birth****H4****Gender** Male Female**H5****What is their relationship status?** Single Partnered to the Primary applicant (the person named in Section A) Partnered to another household member: (Please give name)**H6****Are they Aboriginal or Torres Strait Islander?** No Yes, Aboriginal Yes, Torres Strait Islander**H7****In which country were they born?** Australia Other (please tell us where)

If they were not born in Australia, you will need to give us Proof of Australian residency documents. See page 2 for further information.

H8**What is their Australian residency status?** Australian citizen, go to H12 New Zealand resident Protection Visa* Permanent resident Temporary Protection Visa Resolution of Status Visa* Sponsored migrant

*Visa subclass if applicable

H9**When did they start living in Australia?****H10****Are they affected by Centrelink's two-year newly-arrived residents waiting period?** No Yes (give the expiry date)

Expiry date

H11**Did they migrate to Australia under an Assurance of support?** No Yes (give the expiry date)

Expiry date

H12**Is the household member expecting a child?**

We need this information so we can work out how many bedrooms are needed.

 No Yes, what is the due date?

If yes, we will require a letter from a doctor confirming when the baby is due.

Dependants are people under the age of 18 who will be living with you, and who are under your care, or the care of another adult who will live with you.

H13

Will you, or another adult living with you, have any dependants living with you?

- No, go to H15
 Yes, enter their details below.



If yes, we will need proof of identification documents. See page 2 for further information.

If any of the dependants/children are subject to full or shared custody, please provide a letter from your solicitor, the Family Court or a statutory declaration signed by the primary care giver or custodial parent, confirming custody arrangements and the length of time you have access.

H14

Dependant 1

What is their full name?

Date of birth

 /

Gender

- Male Female

Who is the dependant's primary care giver?

Are they Aboriginal or Torres Strait Islander?

- No Aboriginal Torres Strait Islander

Country of birth

Australia

Other

What is their Australian residency status?

- Australian citizen
 Permanent resident
 New Zealand resident
 Sponsored migrant
 Permanent Protection Visa*
 Resolution of Status Visa*

*Visa subclass (if applicable)

If they were born overseas, when did they start living in Australia?

 /

Dependant 2

What is their full name?

Date of birth

 /

Gender

- Male Female

Who is the dependant's primary care giver?

Are they Aboriginal or Torres Strait Islander?

- No Aboriginal Torres Strait Islander

Country of birth

Australia

Other

What is their Australian residency status?

- Australian citizen
 Permanent resident
 New Zealand resident
 Sponsored migrant
 Permanent Protection Visa*
 Resolution of Status Visa*

*Visa subclass (if applicable)

If they were born overseas, when did they start living in Australia?

 /

Dependant 3

What is their full name?

Date of birth

 / /

Gender

 Male Female

Who is the dependant's primary care giver?

Are they Aboriginal or Torres Strait Islander?

 No Aboriginal Torres Strait Islander

Country of birth

 Australia

 Other

What is their Australian residency status?

- Australian citizen
 Permanent resident
 New Zealand resident
 Sponsored migrant
 Permanent Protection Visa*
 Resolution of Status Visa*

*Visa subclass (if applicable)

If they were born overseas, when did they start living in Australia?

 / /

Dependant 4

What is their full name?

Date of birth

 / /

Gender

 Male Female

Who is the dependant's primary care giver?

Are they Aboriginal or Torres Strait Islander?

 No Aboriginal Torres Strait Islander

Country of birth

 Australia

 Other

What is their Australian residency status?

- Australian citizen
 Permanent resident
 New Zealand resident
 Sponsored migrant
 Permanent Protection Visa*
 Resolution of Status Visa*

*Visa subclass (if applicable)

If they were born overseas, when did they start living in Australia?

 / /

Income and asset details of household members or dependants

H15

List the incomes of all household members and dependants below.

Important:

- If your adult household member agrees to use Centrelink Confirmation eServices, ask them to read, complete and sign the consent in Section G. They do **not** need to be listed here or provide documents.
- If any of your dependants do **not** have any income, then please tick here:

Dependant 1 Dependant 2 Dependant 3 Dependant 4

Name of household member or dependant

CRN or DVA no.* (if applicable)

Income type(s)

Gross income (per week)

Name of household member or dependant	CRN or DVA no.* (if applicable)	Income type(s)	Gross income (per week)
<input type="text"/>	<input type="text"/>	<input type="text"/>	\$ <input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>	\$ <input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>	\$ <input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>	\$ <input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>	\$ <input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>	\$ <input type="text"/>



Proof of income documents. See page 2 for further information.

H16

Please list the assets of all household members and dependants below. (This does not include real estate).

Important: If your household member has signed the *consent to use Centrelink Confirmation eServices* in Section G, they do not need to be listed here or provide documents.

In addition to their assets, if any household members are expecting to receive a payout from an organisation like WorkSafe or the Transport Accident Commission (TAC), list it here.

Name of household member or dependant	Asset type	Value	Can they cash in or sell this asset?
<input type="text"/>	<input type="text"/>	\$ <input type="text"/>	<input type="checkbox"/> Yes <input type="checkbox"/> No
<input type="text"/>	<input type="text"/>	\$ <input type="text"/>	<input type="checkbox"/> Yes <input type="checkbox"/> No
<input type="text"/>	<input type="text"/>	\$ <input type="text"/>	<input type="checkbox"/> Yes <input type="checkbox"/> No
<input type="text"/>	<input type="text"/>	\$ <input type="text"/>	<input type="checkbox"/> Yes <input type="checkbox"/> No
<input type="text"/>	<input type="text"/>	\$ <input type="text"/>	<input type="checkbox"/> Yes <input type="checkbox"/> No
<input type="text"/>	<input type="text"/>	\$ <input type="text"/>	<input type="checkbox"/> Yes <input type="checkbox"/> No



Proof of asset documents. See page 2 for further information.

H17

Does any household member or dependant own or part-own any real estate?

Yes No, go to H18



We will need a letter from an approved valuer or solicitor stating the property's market value and the household member or dependant's equity in it. If they part-own the property, we need information that details their share. If the property is held in trust, we need a letter from the executor of the estate.

Name of household member or dependant

Asset value \$

Address of real estate

Address

Suburb/Town

Postcode

Do any of the following circumstances apply to the property?

Are you able to live in the property permanently? Yes No

Can this real estate or land be sold? Yes No

Is the property for sale? Yes No

If you answered No to any of the questions above, please tell us why:

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

No Yes (reason)



If you and your household member(s) and/or dependant(s) are unable to live in the property permanently, we need documents that explain why.



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



If there is a dispute or application for settlement, we need confirmation from a solicitor which also includes details of ownership.

H18

Go to the Checklist on page 10 to ensure your application is complete.

Information privacy

The Department of Health & Human Services 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 2014*. For information about Freedom of Information requests, call **1300 650 172** or apply online at **www.foi.vic.gov.au**. For further information about privacy, call: **1300 884 706** or email: **privacy@dhhs.vic.gov.au**

Public Housing LanguageLink

Arabic

إذا كنت بحاجة إلى مساعدة لملء هذه الاستمارة يرجى الإتصال مع خط اللغة للإسكان العام 9280 0790 أو مكتب الإسكان المحلي الخاص بك حيث يمكننا ترتيب مترجم لمساعدتك.

Cantonese

如需幫助填寫本表格，請致電9280 0791聯繫“公房語言連接服務”（Public Housing Language Link）或當地公房管理處。我們可安排傳譯員幫助您。

Mandarin

如需帮助填写本表格，请拨9280 0789联系“公房语言服务专线”（Public Housing Language Link）或当地的公房处，我们可以安排翻译帮助您。

Croatian

Ako vam je potrebna pomoć kod popunjavanja ovog obrasca, molimo nazovite Stambenu službu putem tumača (Public Housing Language Link) na 9280 0792 ili mjesni stambeni ured (Housing Office). Mi vam možemo organizirati tumača da vam u tome pomogne.

Polish

Jeżeli potrzebujesz pomocy w wypełnieniu tego formularza, prosimy skontaktować się ze swoim Public Housing Language Link pod numerem 9280 0793 lub lokalnym Housing Office. Możemy zorganizować dla Ciebie pomoc tłumacza.

Russian

Если вам нужна помощь при заполнении этой формы, то позвоните в Телефонную переводческую службу для квартиросъемщиков государственного сектора (Public Housing Language Link) по номеру 9280 0794 или в ваше местное отделение Жилищного управления. Мы можем предоставить вам переводчика.

Somali

Haddii aad caawin uga baahantahay buux buuxinta foomkan, fadlan la xiriir xiriirka luqadaha ee guryaha dadweynaha tilifoonka 92800795 ama xafiiska qaabilsan guryaha degaankaaga. Waxaanu kuu diyaarinaynaa turjubaan ku caawiya.

Spanish

Si necesita ayuda para llenar este formulario, por favor contacte a Public Housing Language Link [Enlace de Idiomas de la Oficina de la Vivienda] al teléfono 9280 0796, o a su Oficina local de la Vivienda. Podemos proporcionarle un intérprete.

Turkish

Bu formu doldurmak için yardıma ihtiyacınız varsa, lütfen 9280 0797 numaralı telefondan Kamu Konutları Dil Bağlantısı ile veya bölgenizdeki Konut Ofisi ile ilişkiye geçin. Sizin için bir tercüman ayarlayabiliriz.

Vietnamese

Nếu quý vị cần được giúp đỡ để điền mẫu đơn này, xin hãy liên lạc với đường dây thông dịch qua số 9280 0798, hoặc liên lạc với Văn phòng Gia cư nơi quý vị cư ngụ. Chúng tôi có thể sắp xếp để có thông dịch viên giúp đỡ quý vị.

For other languages, an interpreter is available through your local office.

Accessible format

If you would like to receive this document in an accessible format, please contact your local office, using the National Relay Service **13 36 77** if required.

This document is also available on our website at www.housing.vic.gov.au

Authorised and published by the Victorian Government,
1 Treasury Place, Melbourne.

Reprint July 2015 [3071112]