

Application for Affordable Housing

Renting an Affordable Housing Property with Hume Community Housing

What is affordable housing?

Affordable rental housing is housing that meets the needs of people on very low to moderate income and is priced so that they can afford other basic living costs such as food, clothing, transport, medical care and education.

Affordable housing may include a range of accommodation types and sizes, including single or multi-bedroom units, houses and studio apartments. It is only available in some locations and people must meet eligibility criteria.

Am I eligible?

Eligibility for affordable housing mostly depends on your household income, which must be within the maximum limits set by the NSW and/or Australian Governments. Income levels are assessed against gross income limits according to the household composition. A household's gross income for the 12 months prior to commencement of a lease must be equal to or less than the relevant income limits for the households composition. The maximum household income limits are indexed and are reviewed every 12 months.

Applicants must be living in NSW and be Australian citizens or have permanent residency.

How long can I stay?

Affordable housing tenants enter a 12 month fixed term lease. At the end of the fixed term another eligibility assessment is conducted to ensure tenants still meet the requirements of the program. Generally, as long as you remain eligible a new 12 month lease can be issued.

What size property?

Property size must be appropriate for the quantity of household members and in line with Hume Community Housings allocation policy.

Bond?

Eligible applicants are required to pay four weeks market rent when signing the tenancy agreement.

The 2017-18 NRAS household income eligibility limits are:

Household composition	Household income limit (\$)	Existing tenant income limit (\$)
One adult	49,547	61,934
Two adults	68,501	85,627
Three adults	87,455	109,319
Four adults	106,409	133,012
Sole parent with one child	68,548	85,685
Sole parent with two children	84,983	106,229
Sole parent with three children	101,418	126,773
Couple with one child	84,936	106,170
Couple with two children	101,371	126,714
Couple with three children	117,806	147,258





Application Affordable Housing

Name

Title: Mr / Mrs / Ms / Miss

Surname: _____

Given Names: _____

Date of Birth: _____

Gender: Female / Male / Unidentified

Are you of Aboriginal or Torres Strait Islander origin? NO Yes, Aboriginal Yes, Torres Strait Islander

Current Address

No. & Street: _____

Suburb _____ Postcode: _____

Length of time at address: _____

Contact Details

Mobile Phone: _____

Home Phone: _____

Work Phone: _____

Email address: _____

Next of Kin

Title: Mr / Mrs / Ms / Miss

Surname: _____

Given Names: _____

Address: _____

Phone: _____

Australia Citizen or Permanent Residency YES NO

Please supply supporting documents (Australian birth certificate, Passport, Certificate of Citizenship or VEVO print out)

Language spoken at home: _____

Do you require an interpreter: _____

Do you have a pathways application for social housing: YES NO
Tfile No: _____

Do you have pets YES NO



affordablehousing@humecha.com.au
02 9722 4300



Level 1, 119 The Crescent, Fairfield NSW 2165
Level 4, 79 George St, Parramatta NSW 2150



Hume Community Housing Association

Other household members:

(Please list other people who will be living with you)

Surname	First Name	Relationship to you	Date of birth	Gender

Where would you like to live:

(Please number in order of preference)

	Ashfield		Merrylands
	Bankstown		Northmead
	Campbelltown		Parramatta
	Fairfield		Rydalmere
	Guildford		Telopea
	Harris Park		Warwick Farm
	Liverpool		Wentworthville

Connections to area:

(Applicants must show connection/links to local area)

Please provide details of connection. Connection should be one of the following: Employment, study, family, friends, long term resident, social/cultural group.



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Family Income:

(Applicants must show connection/links to local area)

Name of Household member	Source of Income		Employer details	Gross weekly income
	Centrelink	Employment		
	\$	\$		\$
	\$	\$		\$
	\$	\$		\$
	\$	\$		\$
	\$	\$		\$
	\$	\$		\$

Assets:

(Applicants must supply evidence of any of the below options that apply)

Cash/savings/investments	<input type="checkbox"/>	YES	<input type="checkbox"/>	NO	Value
Car	<input type="checkbox"/>	YES	<input type="checkbox"/>	NO	\$ _____
Own property/land/house	<input type="checkbox"/>	YES	<input type="checkbox"/>	NO	\$ _____
Business	<input type="checkbox"/>	YES	<input type="checkbox"/>	NO	\$ _____

Debts:

(Applicants must supply evidence of any of the below options that apply)

Who I owe	Amount Owning	Weekly repayments

Current Housing Circumstance

Where are you living:

- Renting house/unit
- Staying with friends or family
- Homeless

When does your current lease expire: _____

How long have you lived in property: _____

Weekly rent paid: _____



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Current Landlord Details

Name: _____

Phone Number: _____

Reason for leaving current property

- Overcrowding
- Too expensive
- Sub-standard
- Eviction
- Travel time to work
- Distance from family
- Not suitable to medical condition
- Temporary accommodation

How did you hear about Hume Community Housing?

Did you know any staff and/or directors of Hume Community Housing prior to this application?

- YES
- NO

If yes please supply details:

Have you previously participated in an affordable housing program? (If yes please supply details)

Personal Reference Details

Name: _____

Phone Number: _____



Application Declaration

I declare to the best of my knowledge that:

- The information given in the application is true and correct
- I have no objection to Hume verifying information provided
- I will advise Hume of any changes in circumstances that may affect my application as soon as possible
- I may be requested to provide further documents to Hume at any time
- At the end of the tenancy term in affordable housing, Hume is not obliged to house or provide alternative accommodation to me or any other household member
- I understand that affordable housing program is not social housing
- I understand that the affordable housing program is not long term and that my eligibility will be assessed on an annual basis.
- I consent to the collection, use, disclosure, storage and management of my personal information (including sensitive information) in accordance with the terms of this application form and Hume's Privacy Policy.

Applicant Signature: _____

Date: _____

Applicant Name: _____

Checklist

- Proof of income (please see detailed list of requirements on last page)
- Proof of residency (Australia passport/birth certificate/citizenship certificate/VEVO printout)
- 2 forms of identification for every household member
- Current tenant ledger
- Proof of assets and debts (including property ownership)
- 6 weeks current bank statement

Privacy

You consent to Hume (or its related or affiliated entities) collecting, using, disclosing, managing and storing your personal information and sensitive information (including health information) in accordance with legislation and the Hume Privacy Policy which can be found at <http://www.humecha.com.au/policiesandprocedures.html>

By providing information as part of this application process, you are consenting to:

- Hume collecting your personal information (including but not limited to your name, address, contact details, date of birth and health information). This information will be kept secure and will be available for you to keep up to date;*
- Hume disclosing your personal information and sensitive information (including health information) to other persons for reasons relating to your application or for Hume's business requirements. These persons include IT contractors, third party service providers, the Australian Taxation Office, superannuation fund trustees and administrators, insurance brokers, contractors, bankers, insurers, medical or occupational practitioners, investigators, financial and legal advisers, potential purchasers on sale of business, law enforcement bodies and regulatory or government authorities, agencies or bodies;*
- Hume otherwise acting in accordance with Hume's Privacy Policy.*

If Hume is not able to collect the personal and health information set out above, we may not be able to process your application, provide you with services and products, deal with your enquiries or engage in the activities listed above and in the Hume Privacy Policy.



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Affordable Housing Income Verification

Hume Community Housing Association Company Ltd.

Name: _____

Address: _____

I did not earn an income, in Australia or overseas, for the period of ____ / ____ / ____ & ____ / ____ / ____
due to:

I did not earn an income, in Australia or overseas, for the period of ____ / ____ / ____ & ____ / ____ / ____
due to:

I did not earn an income, in Australia or overseas, for the period of ____ / ____ / ____ & ____ / ____ / ____
due to:

I do not receive Centrelink benefits due to visa status
(Supporting documents required)

Date of arrival in Australia ____ / ____ / ____

I only received Centrelink benefits in the past 52 weeks (Please complete MCA)

I have understood the instructions given on this form. I declare that all the information I have given is true and correct to the best of my knowledge for every person.

Signed: _____ Date: _____

Document Name:	Affordable Housing Income Verification	Version: 001	001
T.V Consultation Required	N/A	Effective Date:	18/1/2017
Requires Board Approval	No	Approved Date:	18/1/2017
Approved by:	N&CS Manager	Review Date:	

Affordable Housing Income Verification

Hume Community Housing Association Company Ltd.

Note; Please have this form completed and witnessed by a justice of the peace. You are confirming the information supplied on the Affordable Housing Income Verification form to be true.

Statutory Declaration

OATHS ACT 1900, NSW, NINTH SCHEDULE

I, _____, of _____
[name of declarant] *[residence]*

do hereby solemnly declare and affirm that _____

_____ The attached form is true _____

[the facts to be stated according to the declarant's knowledge, belief, or information, severally]

And I make this solemn declaration, as to the matter (or matters) aforesaid, according to the law in this behalf made – and subject to the punishment by law provided for any wilfully false statement in any such declaration.

Declared at: _____ on _____
[place] *[date]*

[signature of declarant]

in the presence of an authorised witness, who states:

I, _____, a _____,
[name of authorised witness] *[qualification of authorised witness]*

certify the following matters concerning the making of this statutory declaration by the person who made it: *[* please cross out any text that does not apply]*

1. *I saw the face of the person OR *I did not see the face of the person because the person was wearing a face covering, but I am satisfied that the person had a special justification for not removing the covering, and
2. *I have known the person for at least 12 months OR *I have confirmed the person's identity using an identification document and the document I relied on was _____

[describe identification document relied on]

[signature of authorised witness]

[date]

Centrelink Deduction and Confirmation Services

As a customer of Hume Community Housing Association (Hume Housing) we need to know and confirm some of your details held by the Australian Government Department of Human Services (the department).

We have been assessed and approved by the department to provide these services:

- Electronic Verification of Rent
- Centrelink Confirmation eServices
- Centrepay

In being approved for these services, we must comply with strict guidelines around who accesses the information and how the information is collected and stored.

Who is eligible to use these services?

Customers who are receiving Rent Assistance or paying rent using Centrepay can authorise us and the department to exchange information.

What services are available?

1. Electronic Verification of Rent (EVoR)

EVoR is a secure, automated process which lets us send limited information about your rent to the department electronically.

This will save you having to personally complete a Rent Certificate or tell the department every time your rent amount changes.

There are still things you must tell Centrelink such as:

- if you change your address
- if your relationship status changes
- if you start or stop sharing your accommodation
- if you sell or purchase real estate

How does it work?

Each time there is a change in your rent amount, the new amount will be updated with the department electronically.

What details will we send to the department?

We will advise the department of:

- your Customer Reference Number, name, address, date of birth, relationship status
- the amount of rent you pay, and
- the date you started paying the rent amount.

How will the information be used?

The information will be used by the department to assess your eligibility for and rate of Commonwealth Rent Assistance.

2. Centrelink Confirmation eServices (CCeS) - Income Confirmation

CCeS is an electronic service that allows you to authorise the department to provide or confirm your Centrelink details directly to/with us. This saves you having to obtain the details from Centrelink yourself to provide to us.

How does it work?

With your consent, the department will send your details to us electronically so we can assess your eligibility for services we provide.

What details will the department send to us through CCeS?

Only information that we need will be provided or confirmed by the department. This may include:

- name, address, concession card status, income, assets, shared care arrangements, partner status
- the type of pension or payment, and the amount and date paid
- amounts being deducted from your Centrelink payments (for example Child Support or Centrepay), and
- details of any other income you have told the department about.

Centrelink Deduction and Confirmation Services

What if some household members choose not to participate in CCeS, or don't receive Centrelink payments?

Household members who don't or can't authorise us to use CCeS will be required to provide proof of their income. This means if they receive a Centrelink payment they will need to request an income statement from Centrelink to provide to us. If they do not receive Centrelink payments, they will need to provide other details of their income, for example, wage slips.

It remains the applicant or tenant's responsibility to make sure income details of all household members are available when required.

How will the information be used?

The information will be used by us to assess your entitlement to services we provide such as reduced rent and ongoing eligibility for housing assistance based on our policy.

3. Centrepay

Centrepay is a voluntary, free and direct bill-paying service. You can choose to have your rent amount deducted from your Centrelink payments and paid directly to us.

Each fortnight the balance of your Centrelink payment is paid into your nominated bank account as it would be normally.

How does it work?

Your Centrepay deduction can be set up in the following ways:

- Through Hume Housing: we are able to start your Centrepay deductions for you. You will need to complete the 'Centrepay the easy way to pay your bills' (SA325) form.
- Online: use your Centrelink online account via myGov
- Telephone: call the department on your regular payment number. You will be asked to give your consent.
- In person: visit a Service Centre

Once your deductions are set up, you may agree to allow Hume Housing to update your Centrepay deduction, if your rent amount changes.

What details are exchanged?

We will tell the department:

- to change your existing Centrepay deduction or target amount from time to time to ensure your housing payments are met, and
- of your correct account or billing number if required.

How will the information be used?

The information will be used to ensure the correct amount of rent is being deducted and paid.

Why use these services?

- these are free services
- you will save time by not having to phone or pick up an income statement or Rent Certificate
- it is easy and convenient because we will contact the department on your behalf

What do I do if I want to stop one or all of the services?

You can cancel one or all of the services at any time by contacting us or the department:

- **Centrepay** - By cancelling your Centrepay deduction, you are removing your consent. We cannot make a deduction unless you provide your consent. If you cancel your Centrepay deduction and still need to pay us rent, you will need to make alternative arrangements with us to pay your rent to ensure you don't fall behind.
- **CCeS or EVoR** - If you withdraw your consent for us to use CCeS or EVoR you will need to provide the information to us (that we would have received from the department electronically).

If you would like more information visit humanservices.gov.au or book a time to meet with a Hume Housing team member who can assist you further on **9722 4300**

Family Name

Given Names

Customer Code

--	--	--	--	--

Date of Birth

Customer Reference Number

--	--	--	--	--	--	--	--	--	--

Address

You must clearly indicate each service you wish for this customer consent to be applied. Please mark the appropriate box with a cross.

X

<p>1. Electronic Verification of Rent (EVoR)</p>	<p>I authorise:</p> <ul style="list-style-type: none"> Hume Community Housing Association to collect and use my current and future accommodation information and to provide it to the Australian Government Department of Human Services (the department) for reassessment of my eligibility for Commonwealth Rent Assistance. <p>I understand that:</p> <ul style="list-style-type: none"> the information collected and used by Hume Community Housing Association and provided to the department may include my Centrelink Customer Reference Number, family name, given name, date of birth, address, household rent, individual rent, and relationship status. every time Hume Community Housing Association provides information to the department, I will be advised in writing. I must contact the department myself if: <ul style="list-style-type: none"> I change my address My relationship status changes I start or stop sharing my accommodation with someone else I purchase or sell any real estate 	<p>Yes</p> <div style="border: 1px solid black; width: 40px; height: 25px; margin: 0 auto;"></div> <p>No</p> <div style="border: 1px solid black; width: 40px; height: 25px; margin: 0 auto;"></div>
<p>2. Centrelink Confirmation eServices- Income Confirmation</p>	<p>I authorise:</p> <ul style="list-style-type: none"> Hume Community Housing Association to use Centrelink Confirmation eServices to perform a Centrelink/DVA enquiry of my Centrelink/DVA income, asset and payment details to enable the organisation to determine if I qualify for housing assistance / rent subsidy. the department to provide the results of that enquiry to Hume Community Housing Association. <p>I understand that:</p> <ul style="list-style-type: none"> the department will disclose personal information I have provided to Hume Community Housing Association including my name, address, concession card status, payment type, payment status, income, assets, one-off payment, deduction, shared care arrangements, partner status, Youth Allowance Independent Rate to confirm my eligibility for housing assistance / rent subsidy. I can obtain proof of my circumstances/details from the department and provide it to Hume Community Housing Association so that my eligibility for housing assistance / rent subsidy can be determined. if I withdraw my consent or do not alternatively provide proof of my circumstances/details, I may not be eligible for housing assistance / rent subsidy provided by Hume Community Housing Association. 	<p>Yes</p> <div style="border: 1px solid black; width: 40px; height: 25px; margin: 0 auto;"></div> <p>No</p> <div style="border: 1px solid black; width: 40px; height: 25px; margin: 0 auto;"></div>

3. Centrepay	<p>I authorise Hume Community Housing Association to advise the department:</p> <ul style="list-style-type: none"> • to change my existing Centrepay deduction from time to time to ensure my housing payments are met, and • of my correct account or billing number if required. <p>I authorise the department to provide Hume Community Housing Association:</p> <ul style="list-style-type: none"> • information for the purpose of reconciling my payment deduction details. <p>I acknowledge:</p> <ul style="list-style-type: none"> • I can cancel my Centrepay deduction at any time. This will remove my consent from Hume Community Housing Association and the Business cannot set up any deductions until I provide new authorisation. • If I cancel my Centrepay deduction, I will be required to make alternative arrangements to pay my rent if I am continuing my rental agreement with Hume Community Housing Association or if I have rent owing. 	<p>Yes</p> <input style="width: 40px; height: 25px; margin: 5px 0;" type="checkbox"/> <p>No</p> <input style="width: 40px; height: 25px; margin: 5px 0;" type="checkbox"/>
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I understand that:

- this consent, once signed, is effective for the service/s indicated, and only for the period that I am a customer of Hume Community Housing Association.
- consent for EVoR and Income Confirmation, which is ongoing, may be withdrawn by me, at any time, by giving notice in writing to Hume Community Housing Association or by contacting the department.
- I can contact the department to cancel my Centrepay deduction at any time, however, I will be required to make alternative arrangements to pay my rent including any rent owing.
- If I cancel my Centrepay deduction, I will be required to give new consent before Hume Community Housing Association can restart a deduction.
- every time that Hume Community Housing Association provides information to the department for EVoR and/or Centrepay, I will be advised.
- Hume Community Housing Association will maintain a record of my consent for a minimum of two years from the date I cease to be a Customer of the Business.
- if I withdraw part or all of this consent in relation to Electronic Verification of Rent, I will be responsible for notifying the department of all future changes to my accommodation circumstances.
- I will be able to obtain a copy of the income statements the department provides to the Business from either the department or Hume Community Housing Association.
- I must tell the department if:
 - I change my address
 - My relationship status changes
 - I start or stop sharing my accommodation with anyone else
 - I purchase or sell any real estate

For more information visit humanservices.gov.au

Signature: _____

Date: ____/____/____

Affordable Housing – Income Requirements

AFFORDABLE HOUSING INCOME ELIGIBILITY REVIEWS AND RENT ASSESSMENTS

Each year, under the NRAS Guidelines, Hume Housing is required to review your eligibility under the Affordable

We calculate your rental subsidy based on the combined gross assessable income of your household.

WHAT DO YOU NEED TO DO?

Provide Proof of Income for everyone in the Household. This should be for:

- o the previous **12 months** for your income eligibility review and;
- o the previous **12 weeks** for your rent assessment

WHAT INFORMATION DO I NEED TO PROVIDE WITH MY APPLICATION FOR A RENT SUBSIDY?

Customers must declare all assessable income and provide proof of the amount received by each member of their household aged 18 years and over. Proof of income must be original and can include:

Source of Income	Proof of Income
Centrelink	Complete and sign a multiple consent authority form for every household member who has received centrelink in the last 52 weeks.
Veterans' Affairs	An Income Statement from the Department of Veterans' Affairs AND a breakdown of all Department of Veterans' Affairs income
Salary/Wages	Evidence of income earned in Australia and overseas. 52 weeks of payslip's or a letter or statement from the employer detailing gross wage (for last 52 weeks and last 12 weeks), applicable tax, deductions, pay period, and payee details for salary or wages. Letter must be supplied on company letterhead with ABN and signed by manager.
Self Employed	A certified detailed profit and loss statement completed by a registered accountant. No miscellaneous/general/sundry expenses to be listed on statement.
Superannuation	A letter from the Superannuation Fund confirming the amount received
Overseas pension	A letter or statement from an Overseas Government detailing the amount received
Savings / Investments	A letter from the investment institution providing details of interest or dividend received
WorkCover	A letter or statement from Work Cover or Insurance Company detailing the amount received
Other Income	A letter from another organisation or income provider (not listed above) detailing the amount and type of income received

The type of evidence must correspond to the type of income and documents must not be more than 14 days old on the date they are submitted.

