

Transfer Supplement Community Housing Tenants Only

Use this form to apply for a transfer to another social housing property (including public housing and community housing)

What is this form about?


This form is a supplement to the **Application for Housing Assistance**. It asks questions about your situation and the property you are in now.

Your application will be assessed on the information you give us on these forms and at interview, if you have one.

How to fill in this form

Before you fill in this form, you need to fill in the **Application for Housing Assistance** if you haven't already done so.

To fill in this form:

1. read each question carefully
2. answer *all* the questions
3. print your answers, using a black or blue pen
4. provide documents that support your application. The questions that we need evidence for are marked on the form with . Information about the type of evidence we need is in the **Evidence Requirements Information Sheet**. If you did not receive an **Evidence Requirements Information Sheet** with this application, please ask for one from your nearest housing provider.

Please note: before we can assess you for Transfer, you need to complete the **Application for Housing Assistance**, as well as provide all the evidence requested.

Where do I lodge this form?

You can lodge this form with any social housing provider in NSW, either in person or by mail. This includes all Housing NSW local offices and participating community housing providers. You can find details on the Housing Pathways website at www.housingpathways.nsw.gov.au

Help to fill in this form

If you need help to fill in this form, if you need an interpreter or if the reasons you are seeking assistance are too sensitive to write down, ask a staff member to help you. If there is one available, you can ask to see a male or female officer, and/or you can also ask for an Aboriginal officer.

For more information

For more information about applying for social housing assistance and whether you are eligible, see the Housing Pathways website at www.housingpathways.nsw.gov.au or phone 1300 468 746, 24 hours a day, 7 days a week.

It is illegal for anyone working for Housing NSW or a community housing provider to ask for money or favours or other benefits of any kind in exchange for helping you with your housing needs. It is also illegal for you or anyone else to offer money or favours or other benefits of any kind to anyone who works for Housing NSW or a community housing provider for helping you. If you have any information regarding possible corrupt conduct you can report it by calling 1300 468 746.



Transfer Supplement for Community Housing Tenants Application for Housing Assistance

Please use BLOCK LETTERS and print in black or blue pen only. Please mark relevant boxes with a . If you need more room to answer any question, please include details on a separate page and attach it to your application.

Your name:

Title
Mr, Mrs, Ms, Miss

Last name or family name

First and middle name(s)

Date of birth:

Provider preference options

TC1. What type of social housing do you prefer? (Mark one only)

- All available social housing options (this includes public housing and Aboriginal Housing Office properties provided by Housing NSW and community housing provided by registered community housing providers participating in Housing Pathways)
- Public housing and Aboriginal Housing Office properties only (this is social housing provided by Housing NSW only)
- Community housing only (this is social housing provided by registered community housing providers participating in Housing Pathways only)

Your housing requirements

TC2. Where would you prefer to live?

Note: An allocation zone is a group of areas or towns where social housing is available. Some allocation zones have longer waiting times than others.

For more information regarding allocation zones and expected waiting times go to:

www.housingpathways.nsw.gov.au

Allocation zone

OFFICE
USE
ONLY

Client Ref Number

Advice Case Ref Number

T-File Ref Number



TC3a. You may be offered a unit in a highrise building. Do you have any of the following reasons why you could NOT live in a highrise unit?

Medical condition or disability

Child or young person at risk

Note: A highrise building has more than seven floors and lift access to all floors.

For further information see the Social Housing Eligibility and Allocations Policy Supplement at:

www.housingpathways.nsw.gov.au



Attach documents to support your answer. See item 21 on the *Evidence Requirements Information Sheet* for details.

TC3b. Community housing providers will apply their own allocation policies when identifying a suitable client for an available property.

If you want offers of community housing will you accept an offer of a highrise unit?

Yes

No

TC4a. If you are a single person household you may be offered a unit with a combined bedroom and lounge room (studio unit). Do you have any of the following reasons why you could NOT live in a studio unit?

Medical condition or disability

Require a carer

I am not a single person

Attach documents to support your answer.

See item 21 on the *Evidence Requirements Information Sheet* for details.



TC4b. Community housing providers will apply their own allocation policies when identifying a suitable client for an available property.

If you want offers of community housing will you accept an offer of a studio unit?

Yes

No

TC5. Do you or anyone on this application have any special housing requirements as a result of a medical condition, disability, child custody arrangements or other special circumstances?

Yes
↓
give details

No → Go to Q.TC6

(For example, this may include the need for an extra bedroom or a particular location, or level access for a wheelchair user, or modifications such as a grab rail etc.)

Name of person

Details of requirements

Reasons why the requirements are needed

Attach documents that support your answer. Refer to item 21 on the *Evidence Requirements Information Sheet* for details.



TC6. Do you or anyone on this application have difficulty climbing stairs?

Yes give details

No → Go to Q.TC7

Note: There is a longer waiting time for properties with no steps because of the limited number of these properties. Attach documents that support your answer. See item 22 on the *Evidence Requirements Information Sheet* for details.

Name of person _____
How many steps can this person safely manage?
Please mark the box showing the maximum number of steps this person can cope with.

- 0
- 1-2
- 3-5
- 6 or more



TC7. Do you wish to be considered for an Aboriginal Housing Office property?

Yes

No → Go to Q.TC8

Note: This question only applies if you or a household member is Aboriginal or Torres Strait Islander. To apply for Aboriginal housing, Aboriginality needs to be confirmed. See item 2 on the *Evidence Requirements Information Sheet* for details.



TC8. Do you wish to be considered for a Senior Communities property?

Yes

No → Go to Q.TC9

Note: These properties are in complexes that are specifically for older people. To be eligible, you must be either: a single applicant aged 55 years and over, or an Aboriginal and/or Torres Strait Islander aged 45 years and over; or part of a two person adult household where at least one person is aged 55 years and over or an Aboriginal and/or Torres Strait Islander aged 45 years and over.

TC9. Is your current property unsuitable? It has either too many or too few bedrooms for you and your family.

Yes give details

No → Go to Q.TC10

TC10. Have you or your partner found permanent work in another location?

Yes give details

No → Go to Q.TC11

Attach documents that support your answer. See item 27 on the *Evidence Requirements Information Sheet* for details.

How many hours a week do you work?

_____ → Go to question Q.TC10a



TC10a. Do you or your partner have any difficulties travelling to work from your current home?

(For example, there is no public transport available etc.)

Yes give details

No → Go to Q.TC10b

How long does it currently take you or your spouse to travel to work?

TC10b. Do you give permission for your community housing provider to contact your employer?

Yes
↓
give details

No

Company name

Supervisor's name

Contact phone number

Address of
employment

Postcode

TC11. Do you require a transfer for compassionate reasons, such as to care for a sick relative?

Yes
↓
give the reason
and explain why
it is difficult for
you to travel to the
required location from
your current home

No → Go to Q.TC12



Attach documents that support your answer. See item 27 on the *Evidence Requirements Information Sheet* for details.

TC12. Do you or anyone on this application receive support from a person who is receiving a Centrelink Carer Payment or Carer Allowance?

Yes
↓
give details

No



Attach proof that the carer receives this payment or allowance. See item 20 on the *Evidence Requirements Information Sheet* for details.

Name of person
receiving support

Family name First name

Name of carer

Family name First name

Contact phone
number

TC13. FACS Privacy Notice

This privacy notice applies to the Department of Family and Community Services (the Department) which consists of the following entities: Ageing, Disability and Home Care, Community Services, Housing NSW, Strategy and Policy, Corporate Services, the Land and Housing Corporation, the Aboriginal Housing Office and also the Home Care Service. The Department and its related agencies comply with NSW privacy legislation when collecting and managing personal and health information. The information we collect from you or from an authorised third party will be held by the entity that collects it, or by NSW Businesslink, the Government owned company that provides corporate support to the Department. It will be used to deliver services and to meet our legal responsibilities. We may also use your information within the Department as a whole to plan, coordinate and improve the way we provide services. The Department is also legally authorised to disclose information to outside bodies in certain circumstances.

Further information about your privacy rights can be found on the Department's website: http://www.facs.nsw.gov.au/site_information/privacy or by calling: 02 9377 6000 or by emailing: privacy@facs.nsw.gov.au.

Under the *Housing Act 2001* a fine of up to \$2,200 and/or three months imprisonment applies for making a false statement or representation. Anyone who wilfully makes any false statements that result in them obtaining accommodation or other financial benefit of any kind may be refused further assistance by housing providers or prosecuted.

Notice: Your personal information and any relevant health information provided on this form will be exchanged between social housing providers (public, community and Aboriginal housing) for the purpose of processing this application.

Declaration

- I understand the instructions given on this application form.
- To the best of my knowledge, the information provided in this application form is correct.
- I understand there are penalties for giving false or misleading information.
- I understand that this application form is used by all social housing providers (public, community and Aboriginal housing).

Title
Mr, Mrs, Ms, Miss

Last name or family name

First and middle name(s)

Signature

Date

TC14. Is there another person helping you to fill out this form?

Yes No
If yes, that person should read and sign the declaration below

Declaration from person assisting or completing this application on behalf of the applicant

- I filled in this form on the basis of the information the applicant gave me.
- I have read out the form and the answers to the applicant who seemed to understand them.
- I understand there are penalties for giving false or misleading information.

Title
Mr, Mrs, Ms, Miss

Last name or family name

First and middle name(s)

Signature

Date

Contact phone number

Interpreting Services

If you need help with interpreting or translation because English is not your first language, phone the All Graduates Translating and Interpreting Service on 1300 652 488. They will phone the housing organisation and interpret for you for free.

Arabic

إذا كنت بحاجة إلى مساعدة في الترجمة الشفهية أو الخطية لأن اللغة الإنكليزية ليست لغتك الأم. فالرجاء الاتصال بـ All Graduates لخدمة الترجمة الخطية والشفهية على الرقم 1300 652 488. لكي تتصل هذه الخدمة بهيئة الإسكان وتؤمن لك مترجماً على الخط مجاناً.

Bosnian

Ako vam je potrebna pomoć prevodioca jer vam engleski nije maternji jezik, nazovite All Graduates Službu prevodilaca i tumača na 1300 652 488. Oni će nazvati stambenu organizaciju i besplatno vam prevoditi.

Chinese

如果英語不是您的第一語言，因而您需要傳譯或翻譯，那麼請致電 1300 652 488 跟 All Graduates 翻譯及傳譯服務機構聯絡。他們會免費幫您打電話給房屋組織並且為您傳譯。

Croatian

Ako trebate pomoć tumača ili prevoditelja jer Vam engleski nije materinji jezik, nazovite All Graduates Službu prevoditelja i tumača na 1300 652 488. Oni će nazvati stambenu organizaciju i besplatno tumačiti za Vas.

Filipino

Kung kailangan niyo ng tulong sa pag-iinterpretar o pagsasalin-wika dahil ang Ingles ay hindi niyo unang wika, tumawag po sa Serbisyo ng Pagsasalin-wika at Pag-iinterpretar ng All Graduates sa 1300 652 488. Sila po ay tatawag sa samahan ng pabahay at mag-iinterpretar sila para sa iyo nang walang bayad.

Farsi

اگر بخاطر اینکه زبان مادری شما انگلیسی نیست به ترجمه شفاهی یا کتبی نیاز دارید به سرویس ترجمه کتبی و شفاهی All Graduates شماره 1300 652 488 تلفن کنید. آنها به اداره مسکن تلفن زده و به رایگان برای شما ترجمه خواهند کرد.

Greek

Αν χρειάζεστε βοήθεια με διαμενεία ή μετάφραση γιατί τα Αγγλικά δεν είναι η πρώτη σας γλώσσα, τηλεφωνήστε στην Υπηρεσία Μεταφραστών και Διαμενεύων All Graduates στο 1300 652 488. Αυτοί θα τηλεφωνήσουν στον οργανισμό στέγασης και θα διαμενεύσουν για εσάς δωρεάν.

Italian

Se ti serve un interprete o una traduzione perché l'inglese non è la tua prima lingua, chiama il servizio traduzioni e interpreti All Graduates al numero 1300 652 488. Questo servizio telefonerà all'ente competente per gli alloggi e ti offrirà un servizio interpreti a titolo gratuito.

Khmer

ប្រសិនបើលោកអ្នកត្រូវការជំនួយផ្នែកបកប្រែភាសាសិប្បាយ ឬសរសេរ ដោយព្រោះតែភាសាអង់គ្លេស ពុំមែនជាភាសាទី១របស់លោកអ្នក សូមទូរស័ព្ទទៅសេវាបកប្រែភាសាសរសេរ និងសិប្បាយរបស់ All Graduates លេខ 1300 652 488 ។ ពេលនោះ គេនឹងទូរស័ព្ទទៅអង្គការផ្តល់ទីលំនៅ ហើយបកប្រែជូនលោកអ្នកដោយឥតគិតថ្លៃ។

Korean

영어가 모국어가 아니기 때문에 통역 혹은 번역 도움이 필요하실 경우 All Graduates 통번역 서비스에 1300 652 488로 전화하십시오. 이들이 주택 기관에 전화하여 귀하를 위해 무료로 통역해 드릴 것입니다.

Lao

ຖ້າທ່ານຕ້ອງການຄວາມຊ່ວຍເຫຼືອດ້ານແປພາສາ ຫຼື ແປເອກະສານເນື່ອງຈາກວ່າພາສາອັງກິດບໍ່ແມ່ນພາສາທັ້ງກຂອງທ່ານ, ຈົ່ງໂທສະສັບຫາບໍລິການການແປເອກະສານແລະນາຍພາສາ All Graduates ຕາມໝາຍເລກ 1300 652 488. ພວກເຂົາຈະໂທສະສັບຫາອົງການເຄຫະສະຖານແລະ ຈະແປພາສາໃຫ້ທ່ານໂດຍບໍ່ຄິດຄ່າໃດໆ.

Macedonian

Ако ви треба помош околу усмено или писмено преведување бидејќи англискиот не е вашиот прв јазик, телефонирајте во Службата за писмено и усмено преведување, All Graduates, на 1300 652 488. Тие ќе се јават во организацијата за сместување во стан/куќа и бесплатно ќе ви преведуваат.

Polish

Jeśli potrzebujesz pomocy z tłumaczeniem ustnym lub pisemnym, ponieważ angielski nie jest twoim pierwszym językiem, zadzwoń do Służby Tłumaczeń All Graduates pod numer 1300 652 488. Połączą cię tam z organizacją mieszkaniową i tłumaczem, który pomoże ci się bezpłatnie porozumieć.

Russian

Если вам нужна помощь с устным или письменным переводом, поскольку английский не является вашим первым языком, звоните в Переводческую службу All Graduates по тел. 1300 652 488. Она позвонит в жилищную организацию и обеспечит вам бесплатный устный перевод.

Samoan

Afai e te manaomia se fesoasoani i le faaliliuina po o le faamatalaina ona o le gagana Faaperetania e le o lau gagana muamua lea, telefoni i le Auaunaga o Faaliliuupu ma Faamataupu a le All Graduates i le 1300 652 488. O le a latou telefoni i le faalapotopotoga o fale ma faamatalaupu mo oe e sa'oloto e aunoa ma se togoti.

Serbian

Ako vam je potrebna pomoć sa tumačenjem ili prevođenjem zbog toga što engleski nije vaš materinji jezik, nazovite All Graduates prevodilacku i tumačku službu na 1300 652 488. Oni će nazvati stambenu organizaciju i za vas besplatno tumačiti.

Spanish

Si necesita ayuda de interpretación o traducción porque el inglés no es su primer idioma, llame al Servicio de Interpretación y Traducción All Graduates al 1300 652 488. De allí llamarán a la organización de la vivienda y le interpretarán en forma gratuita.

Turkish

İngilizce anadiliniz olmadığınız için sözlü veya yazılı tercümede yardıma ihtiyacınız varsa, 1300 652 488 numaralı telefondan All Graduates Yazılı ve Sözlü Tercüme Servisi'ni arayın. Konut kuruluşuna telefon edip sizin için ücretsiz tercümanlık yapacaklardır.

Vietnamese

Nếu cần người thông dịch hoặc phiên dịch vì tiếng Anh không phải là ngôn ngữ chính của mình, quý vị hãy gọi đến Dịch vụ Thông Phiên dịch All Graduates qua số 1300 652 488. Họ sẽ điện thoại đến cơ quan gia cư và giúp thông dịch cho quý vị miễn phí.