

Application, Eligibility and Selection

Application for Tenancy

Policy Ref: C077

Version:	1.0.2	Created Date:	03/09/2015
Created By:	Pauline Samantha	Approved By:	CEO
Last Modified By:	Pauline Samantha	Last Modified Date:	07/08/2020

PURPOSE

Standard eligibility criteria of prospective tenants who apply for Yilli housing

SCOPE

All applicants and tenants of all forms of housing

POLICY

Access to Housing and Eligibility

1. YRHAC selects tenants using a fair assessment process that considers individual housing needs consistent with the aims of the Corporation.
2. YRHAC aims to provide housing for persons on low incomes, who are also on Public Housing wait list, and who are in immediate and severe housing need.
3. YRHAC further targets housing provision for Aboriginal and Torres Strait Islander persons.
4. Disadvantaged people in the mainstream housing market.
5. Applicants with special needs that unable to be supported by other agency.
6. Allocation assessment will include the following record:
 - Tenants must have a consistent payment of rental record
 - Tenants must not have an outstanding balance of monies recorded for malicious damage where the person currently resides

Applicants will not be eligible if:

1. Applicants cannot provide sufficient proof of identity and income as stated on the policy.
2. Applicants are, or were recently owner or part of owners of housing property, and or purchasing a property. However, this condition may be reviewed if the applicants are not able to live in their current accommodation, for reasons such as: Family break down, and where the monetary value of the property cannot be realised as a result.
3. They have sufficient assets to solve their own housing needs

PROCEDURES

1. For eligibility to be determined, clients must complete Application for Tenancy Form that can be obtained from YRHAC office/ website.
2. The Application Form has details of basic eligibility, documentation needed and application details.
3. Applicants are encouraged to come to the office during open hours and complete the application with the assistance of a worker if possible.
4. Applicants are provided with a copy of the completed form if requested.
5. The allocation process will be fair and will not discriminate against any person. It will be open and transparent, so that decisions are made clearly and consistently.
6. Staff will accept, record and acknowledge every application for housing assistance and assessment will be carried out as quickly as possible with the onus on the client to provide information within a reasonable time.

7. The criteria used in assessing applicants will be readily available and clients will be given the opportunity to include additional information with their application form to ensure their needs are properly assessed.
8. Allocations decisions will be based on the following criteria:
 - At interview
 - With evidence provided by the applicant, support worker or referral if applicable
 - Information about the applicant's housing needs and preferences collected on the application form. A comparison of the need for housing of each applicant, taking into account:
 - Family group
 - Has the family anywhere else to live which is suitable
 - The number of people to be housed
 - Age of the people, eg. Elderly, children
 - Health of people/special needs
 - Any previous history of tenancy and/or anti-social behaviour

Pre-assessment criteria for eligibility

To be eligible for social housing and affordable housing, an applicant must meet all of the following criteria:

- Be a citizen or have permanent residency in Australia
- Be a resident of NT
- Have a household income within the income eligibility limits
- Not own any assets or property which could reasonably be expected to resolve their housing need
- Be able to sustain a successful tenancy, with or without, support
- Does not have any former debts to YRHAC.
- The person entering into the tenancy agreement must generally be 18 years of age or older.

Additional eligibility criteria may apply for properties under specialist housing programs or arrangements

Application Rejection/ approval

Upon receipt of a completed application, the Property Manager will review the application form to ensure it is completed correctly. If the form is not completed correctly it will be returned to the applicant to amend. This is the responsibility of the applicant to complete.

When a correctly completed form is received the application will now go before the CEO for approval before being entered on the Waiting List. If the CEO is satisfied that an application meets the eligibility requirements, it will be accepted and entered into the system.

The applicant will be notified of the acceptance or rejection of the application within 14 days, and that the application will then be registered with the date at which it was first lodged at the office.