

Self Assessment for eligibility

The following questions have been put together to assist you to assess whether you will be eligible to apply for Unison Affordable Housing. Please complete this assessment to determine if you have met the eligibility requirements.

Please note that this form is not an application form.

1. Are you (the primary applicant), a permanent Resident of Australia AND living in Victoria?

- Yes – Go to question 2
- No – Sorry, you are not eligible for Affordable Housing.

2. Is your gross Household income (from all sources including employment, Centrelink payments, investments, child support etc) for all people who will be living in the property within the eligibility income band(s) listed in the property advert?

- Yes – Go to question 3
- No – Sorry you are not eligible for this Affordable Housing vacancy

3. Does your Household have **less than \$30,000** in Realisable Assets? (Realisable Assts include savings, investment, interest in companies, recreational vehicles such as boats or caravans.)

- Yes – Go to question 4
- No – Sorry, you are not eligible for Affordable Housing.

4. Is your name/partner/spouse etc on the title of any property or land?

- No – Go to question 5
- Yes – Sorry, you are not eligible for Affordable Housing.

THANK YOU FOR COMPLETING THE UNSION ELIGIBILITY SELF ASSESSEMENT.



YOU ARE NOW ELIGIBLE TO COMPLETE THE AFFORDABLE HOUSING APPLICATION FORM.

NB: YOU SHOULD ATTACH THIS ELIGIBILITY SELF ASSESSMENT FORM TO THE FRONT OF YOUR APPLICATION FORM.

Notes

- Applicants are the one/s whose name will appear on the Tenancy Agreement. You will need to provide evidence of this prior to any offer of housing is made.
- Once the applications are received they are subject to a desk top audit and if eligible will be added to the preferred tenant list and size matched to property requirements.
- We will send you an email or letter to confirm that we have processed your application.
- We do not store your application on file for longer than 6 weeks.
- Prior to an offer of housing being made the application will be formally reviewed for eligibility and confirmation of details.
- Allocations to properties are made in accordance with the Unison Eligibility and Allocations policy AND only after full assessments have taken place.
- Successful applicants must be able to take up tenancy of the allocated property within 7 days of the offer being made.

Application for Unison Affordable Housing

Please note to be eligible for Unison affordable housing you must meet the following eligibility criteria.

Eligibility with Unison Affordable Housing	Please complete
1. I/we have a Gross Annual Household Income in the required income range for the property, as stipulated in the property advertisement	Yes <input type="checkbox"/>
2. I/we have met Unison's property allocation guidelines for property size entitlement(s)	Yes <input type="checkbox"/>
3. I/we are an Australian Citizen or Permanent Australian Resident	Yes <input type="checkbox"/>
4. I/we do not own a residence	Yes <input type="checkbox"/>

Details of Property and Tenancy type	Please complete
Property you are applying for	
If joint tenancy, relationship to other applicant	
If applicable, please list the primary tenant	

Personal details	Applicant 1	Applicant 2
	Please complete	Please complete
Title	Mr / Mrs / Ms / Miss/ Dr	Mr / Mrs / Ms / Miss/ Dr
Family name		
Given name(s)		
Date of birth	/ / Male / Female	/ / Male / Female
Marital Status		
Are you of Aboriginal or Torres Strait Islander origin?	Yes / No	Yes / No
Current address		
Work phone		

Home phone		
E-mail		
Country of birth		
Language spoken at Home (If not English)		
Driver's License	Number:	Number:
Car registration	Number:	Number:
Do you have a disability? (Yes / No) If yes, please specify		

Applicant 1

Applicant 2

Emergency contact	Please complete	Please complete
Name		
Relationship		
Contact information		
Rental reference		
Current housing status	Private rent / Other_____	Private rent / Other_____
Contact person/agency		
Contact number		
Rental property address		
Rent paid per fortnight	\$	\$
Term of tenancy	Start __/__/__ End __/__/__	Start __/__/__ End __/__/__
Reason for vacating		
Income information		
1. Wages		
Employer/Company		
Suburb of workplace		
Position		
Date employed		

Supervisor's name		
Contact number		
Gross income	\$ per fortnight	\$ per fortnight
2. Self employed		
Name of business		
ABN		
Accountant's name		
Contact number		
Gross income	\$ per fortnight	\$ per fortnight
3. Other income		
Type		
Gross income	\$ per fortnight	\$ per fortnight

What is your **TOTAL gross household income per fortnight?** _____

What is the value of total assets owned by you, or your company? -

Dependent(s) – If applicable, please list the dependent(s) that will reside at the property				
	Name	Date of birth	Relationship	M/F
1		/ /		
2		/ /		
3		/ /		
4		/ /		

Additional information	Please complete
Are you currently paying 30% or more of your Gross income in rent?	Yes / No (Please circle one)
Do you have any special needs which disadvantage you in the private rental market? If yes, please explain.	
Do you have any reason to live in the suburb of the property which you are	



applying for? For example: working, support, etc.	
Please give any additional information that may help Unison evaluate your application	

Please describe your current housing status

- (Please specify) Homeless Safety at risk in current housing Rent too expensive
 Health condition aggravated by current housing Current housing is inappropriate to needs

DHHS Application

Do you have a DHHS housing application?	Yes / No
If yes, DHHS application number	

Where did you hear about Unison

- (Please specify) Unison website Word of mouth _____
 _____ Other _____ please specify

Applicants declaration

I/we, declare that the above information, to the best of my/our knowledge, is true and correct and I/we have not given any false or misleading information. I/we am/are not an undischarged bankrupt. I/we authorise Unison to contact the referees whose contact information I/we have provided.

Applicant 1

Print name: _____ Signature: _____

Date: _____

Applicant 2

Print name: _____ Signature: _____

Date: _____

Witness: _____

Date: _____

Thank you for taking the time to complete this application form.



GENERAL CONSENT FOR RELEASE OF INFORMATION

I apply to rent a property from Unison under a lease to be prepared by Unison.

Should this application be accepted by Unison, I agree to enter into a Residential Tenancies Agreement pursuant to the Residential Tenancies Act 1997.

I/we acknowledge that this application is subject to the approval of Unison and that all information contained in this application must be true and correct.

- I/we authorise Unison to obtain information from:
- (a) My/our personal information provided
 - (b) Any record listing or database
 - (c) My/our alternate contact(s) (if provided) in the event that i/we cannot be contacted directly on the primary details
 - (d) Centrelink (income and asset details)
 - (e) Those people listed in this application as Referees

I/we authorise Unison to discuss my/our application and details of my/our situation with any other persons as required in determining the outcome of this application. This may include, but not be restricted to-

- (a) Other Unison staff members
- (b) Support workers/carers

This will only be undertaken in line with Unison Confidentiality and Privacy policy and procedures

I am/we are aware that Unison may use and disclose my/our personal information in order to:

- (a) Prepare lease/tenancy agreement documents
- (b) Allow organisations/tradespeople to contact me
- (c) Lodge/claim/transfer to/from the Residential Tenancy Bond Authority (d) Refer to tribunals/courts and Statutory Authorities (where applicable) (e) Refer to collection agents/lawyers (where applicable)
- (f) Complete credit check with NTD and TICA Tenancy Databases
- (g) Transfer water account details into my/our names(s)

I/we understand that this authority may be revoked at any time by providing written notice to Unison.

I am aware that if the information is not provided or I do not consent to the uses to which personal information is put, Unison may not, in its absolute discretion; provide me with the lease tenancy of the premises. I am aware that I may access my personal information on the contact details above.

Primary Applicant	Secondary Applicant
Full Name	Full Name
Signature	Signature

Date: _____

Date: _____