

Application for Ainslie Village *Application Checklist*

Filling in the application:

Phone: 6162 6800 (to arrange appointments or enquire about your application with Ainslie Village)
Fax: 6249 6886 (to fax application to Ainslie Village)
Address: 23 Quick Street Campbell (to drop off applications and attend interviews / intake for the Village)

Note: Applications for Ainslie Village only apply to Ainslie Village. Applicants who wish to apply for Havelock House, GSA or external properties must apply through the Social Housing Register with DHCS.

Section 1	<ul style="list-style-type: none"> • Provide your name, current address and contact details • Tick the relevant circles.
Section 2	<ul style="list-style-type: none"> • Ainslie Village does not provide residences for couples or children. Children can visit the Village during the day but they cannot stay overnight. This section simply makes staff aware of whether you may have children visiting the site.
Section 3	<ul style="list-style-type: none"> • Declare income and amount per week. Those who receive Centrelink are to declare type of payment, ie. Pension, Newstart, DSP, etc.
Section 4	<ul style="list-style-type: none"> • Provide the name of your next of kin in case of an emergency • You can also provide alternate contact details or person to discuss your application
Section 5	<ul style="list-style-type: none"> • Ainslie Village is supported by a resident's council. Ainslie Village residents organise social activities. Tick to indicate your interest in these committees. • Ainslie Village is supported by volunteer residents. Please indicate your skills.
Section 6	<ul style="list-style-type: none"> • Tick all boxes that are relevant and true to your situation. • You may not need to have lived in the ACT for at least 6 months, and while Ainslie Village is entitled to collect 100% of rent assistance, only a portion is collected.
Section 7	<ul style="list-style-type: none"> ▪ Indicate yes or no to all "issues" ▪ Provide details of any other issues or support services and workers you have in place <p>Note: This information is not used to judge your application.</p>
Section 8	<ul style="list-style-type: none"> ▪ Tick the box that best suits your current housing situation ▪ Explain why you need to leave your current accommodation
Section 9	<ul style="list-style-type: none"> ▪ Sign and date and take note of the fax number to return your application
Section 10	<ul style="list-style-type: none"> ▪ Tick the appropriate boxes and give as much detail as possible in your answers
Back Page	<ul style="list-style-type: none"> ▪ Please ensure you indicate whether you consent to you information being used in Ainslie Village's audit process – confidentiality is assured.

Procedure for applications at Ainslie Village

1.	<p>Fill in application form and return to Ainslie Village – see top of page for fax number and address.</p> <ul style="list-style-type: none"> • Applicants must provide photo ID in the form of a license, proof of age card, passport, etc. (this can be provided at the interview) • Applicants must provide proof of income (it is preferable to send your proof of income with your application, but it can be arranged to be collected at the interview instead)
2.	Interview with a Property Manager. Reception will provide applicant or Support Agency with interview time and date.
3.	Application and Summary of Interview are presented at an Intake Meeting
4.	Application and Intake feedback are presented to a panel of Ainslie Village staff to assess the applicants suitability for the site.
5.	Applicant or support agency will be informed of the applications status
6.	Successful applicants will be placed onto the Ainslie Village waiting list.
7.	<p>Applicant will be contacted and made an offer when a room becomes available.</p> <ul style="list-style-type: none"> • Applicant will require two weeks rent in advance to move into the Village. Rent for Centrelink and wages are as follows: <ul style="list-style-type: none"> ◇ Newstart: \$153.13 per fortnight including utilities ◇ Disability Support Pension: \$221.56 per fortnight including utilities ◇ Youth Allowance: \$124.23 per fortnight including utilities ◇ Wages: 24% of income plus \$20.30 utilities contribution per fortnight
8.	Property Manager will arrange a date and time to fill out intake paperwork and hand over keys for property.

Application for Community Housing



Havelock Housing Association Northbourne Avenue Turner ACT 2612 Phone (02) 6257 2277 Fax (02) 6248 0865
Ainslie Village 23 Quick Street Campbell ACT 2602 Phone (02) 6162 6800 Fax (02) 6249 6886

As a community housing provider, Havelock Housing Association offers a variety of accommodation options. These include group share accommodation at Havelock House and Ainslie Village, housing for singles in Gungahlin, and residential accommodation for families, couples and singles in many suburbs throughout Canberra. This application is specific to group share accommodation at Ainslie Village, however other housing options are available through internal transfer requests. Your application will be assessed and placed on an appropriate waiting list, and you will be contacted when a vacancy arises.

To help us meet your needs please complete this application form, giving as much information as possible. This will assist staff in selecting suitable applicants for vacancies that arise. Attach any support letters if appropriate or requested.

If you have any questions concerning the application form or need assistance with completing it, please contact the front office for advice. Your application will be treated as completely confidential.

Please note: Twenty-six weeks proof of income must be attached. This may be in the form of a statement from Centrelink, work payslips or a letter from parents/guardians/support agencies.

Incomplete applications will not be accepted. If you would like a copy of your application please ask at Reception

Have you been referred? Yes/No

If yes, by whom? _____

1 Personal particulars (Please print clearly)

Name: _____ Date of Birth: _____
(First Names) (Surname)

Address: _____
(Street) (Suburb) (State) (Postcode)

Phone No: _____ Email: _____

How long have you lived in the ACT? _____ Are you currently registered with ACT Housing Y/N
(Years) (Months)

Do you own a car? Yes / no Make: _____ Model: _____ Rego No.: _____

Please tick the following relevant categories:

- Male Female
- Employed Full Time Employed Part Time Employed Casual Unemployed Student Pensioner
- Australian Citizen Permanent Resident
- Aboriginal/Torres Strait Islander Non-Resident
- Non-English Speaking Background - Please indicate language spoken _____
- Single Married De-Facto Divorced Separated Widowed

2 Children particulars

We need this information to determine what kind of accommodation will be suitable for you.

Do you have any children? No Yes: How Many _____
 Do your children live with you permanently? Yes No
 If you don't have custody of your children, how often do you have access to them? _____

Child/s Name/s:	Date of Birth (or estimate)	Sex (M or F)

3 Income and Rent

Please give details of all income received. (Note: Twenty-six weeks Proof of Income must be attached.)

Income (per week - gross)	Income Source (eg. Centrelink, work, etc)	Expectant Mothers (source of income after birth)

Rent is income based as follows:

- Maximum 24% of income plus 100% of **Commonwealth Rent Assistance** entitlement
- Any applicable levies are in addition to rent. A \$5 entrance fee applies if your application is successful.
- All applicants requesting a rebated rent will be required to apply for **Commonwealth Rent Assistance**. Market rent will be charged if this condition is not met.

Rent is payable **fortnightly in advance** as of the commencement date of the Tenancy Agreement, and may be paid in any of the following ways:

- **Periodic payments** directly from the tenant's bank account— firstly obtain account details from HHA.
- At any **Commonwealth bank** by cash or cheque — firstly obtain account details from HHA.
- By **bank cheque** or **money order** made payable to:

Havelock Housing Association
85 Northbourne Ave
Turner ACT 2612
- By **EFTPOS** or **CASH** at Reception (savings and cheque accounts only, no credit cards).

4 Other information

If we need to contact you by phone and you are unavailable, who else can we leave a message with? (If you wish your application to remain confidential, write 'Me Only' _____)

Please give details of an emergency contact:

Name: _____ Phone No: _____ Relationship: _____

It may be helpful if you could provide references concerning your previous address and/or character.

Name	Phone Number	Relationship (eg. landlord)

5 Member participation

On taking up accommodation with Havelock Housing Association you become a member of the Association. The Association encourages members of the Association to participate in the management and social events of the Association. This may include involvement in planning social events and functions, volunteering for other committees from time to time, and turning up to social events organised by the Association. You will be entitled to vote for and to stand for election to the Board of Directors of the Association.

Are you interested in participating in any or all of the following committees? (please tick as appropriate)

- | | | | |
|---|---------------------------|--------------------------|--------------------------------|
| Board of Directors | <input type="radio"/> Yes | <input type="radio"/> No | <input type="radio"/> Not Sure |
| Social Committees | <input type="radio"/> Yes | <input type="radio"/> No | <input type="radio"/> Not Sure |
| Social Events (ie. Christmas Party, Birthday Party, Melbourne Cup Day, etc) | <input type="radio"/> Yes | <input type="radio"/> No | <input type="radio"/> Not Sure |

SKILLS REGISTER

From time to time the Association has need of members with special skills and experience such as organizing social events, gardening, maintenance, administration, domestic, computing, etc. Please list your skills **only if** you are willing to offer your service and time to the Association. (This is not a firm commitment on your part, just an indication of your willingness to be involved. You can always say NO if and when you are asked.)

6 Eligibility Criteria

To be eligible for housing provided by the Association, you must meet *all* of the following criteria:

Please tick the check box to show the Eligibility Criteria that you meet.

- I am prepared to pay the \$5.00 Entrance Fee when I am provided with accommodation.
- I am an Australian Citizen or Permanent Resident.
- I have an income of not less than \$100.00 per week, and no more than the gross income limit applicable for public housing (check at the front desk for this amount).
- I will apply for Commonwealth Rental Assistance, upon commencement of tenancy and agree to forward 100% to HHA to assist with my rental payment)
- I do not have assets (car, home, boat, land, etc) worth over \$40,000.00.
- I have lived and / or worked in the ACT for at least the last six months.
- I do not own residential property in Australia.
- I am capable of independent (ie. non-supported) living *or*
 - I am capable of independent living with some support
(*statement from support provider must be attached*)
- I am able to demonstrate a personal need for housing.
- I accept the objectives of Havelock Housing Association Inc (copies of these objectives are available from the front desk).
- I am able to demonstrate a willingness to participate in the Association

Group Share Accommodation—Ainslie Village

Name of applicant _____ Contact Number _____

10 Living at Ainslie Village

Are you a: Male Female Smoker Non-smoker

Would you prefer: (please tick):

Smoking Unit Non-Smoking Unit Don't Mind
 Ground Floor Unit First Floor Unit Don't Mind

What kind of people would you prefer to share a unit with? (eg. Age, lifestyle) _____

Your hobbies/interests _____

Why do you want to live at Ainslie Village?

How did you hear about Ainslie Village?

Have you had experience living in group housing? If YES, please give details

Would you be happy to share a Unit with a person who has children visiting occasionally?

Yes No Don't Mind

Are you prepared to abide by any house rules agreed to by Unit members?

Yes No

Would you ensure your visitors respect Association's and Unit's rules, and accept responsibility for their conduct?

Yes No

If you moved into Ainslie Village and a dispute arose within the Unit, how do you think it might best be resolved _____

Signature _____ Date _____

Waiting List

When your application is accepted it will be placed on the Waiting List. The Waiting List is reviewed every January, and you will be asked to confirm your details at that time. If you do not respond to the review, your application will be deleted from the Waiting List at that time. Deleted applications will not be re-instated. You will need to reapply. It is therefore in your best interest to ensure that changes in phone numbers / addresses are notified to the Association so that we can contact you regarding the Waiting List and when a vacancy arises.

CHECK LIST

- Have you answered every question?
- Do you meet the Eligibility Criteria?
- Have you attached Proof of Income?
- Have you provided an emergency contact number?
- Have you completed the Skills Register on the previous page?
- Have you included photo identification?

Audit of File

From time to time the Association is audited to ensure that it meets National Community Housing Standards. Confidentiality is assured. Do you give consent to your file being audited as part of the Association's accreditation process by an external evaluation team? Yes No

OFFICE USE ONLY

Eligible for Housing? Yes No Proof of Income supplied? Yes No

Interviewed By: Housing Manager: _____ Support Manager: _____

Confirm database previous HHA tenancy? ____ Staff Signature: _____ Date: / / .