

ADDITIONAL ADULT HOUSEHOLD MEMBER

Use this form to tell us about one other adult that you want listed on your application for social housing.

If you need to add more people, you will need to use extra copies of this form.



FILLING IN THIS FORM

Use **blue** or **black** pen.

Write in **CAPITAL** letters.

Mark boxes with a or .

Personal Information

Q1 → **Title** Mr Mrs Miss Ms Dr Other

Q2 → **First name**

Q3 → **Middle name**

Q4 → **Last name**

Q5 → **Preferred name** (if any)

Q6 → **Previous full name** (if any)
For example: name at birth, maiden name, previous married name, alias

Q7 → **Date of birth**

Q8 → **Gender** Male Female Indeterminate Intersex Other

Q9 → **Relationship status** Single Partnered to - Name

Q10 → **Aboriginal status** No Aboriginal Torres Strait Islander Both

Q11 → **Country of birth** Australia Other

OFFICE
USE ONLY

Date received
/ /

Received by

Date registered
/ /

Service ID

Complete?

Yes No

Need help or want this document in another format? Go to housing.vic.gov.au or contact your local Department of Health and Human Services office.

Q12 → **Are they expecting a child?**

We need this information so we can work out how many bedrooms are needed.

No Yes - **Due/arrival date**



DOCUMENT REQUIRED

Provide a letter from a doctor confirming when the baby is due, or from the person or organisation that is arranging the adoption or permanent care to confirm when the child will be in their care.

Q13 → **Australian residency status**

Visa Subclass

- Australian citizen, **go to Q16 →**
- Temporary Protection Visa
- Sponsored migrant
- Permanent resident
- Protection Visa
- New Zealand resident
- Resolution of Status Visa

For Temporary Protection Visa, Protection Visa and Resolution of Status Visa

Q14 → **Date of arrival in Australia**

Q15 → **Are they affected by Centrelink’s two-year newly-arrived residents waiting period?**

The expiry date is two years from their arrival date to Australia.

No Yes - **Expiry date**

CENTRELINK CONFIRMATION eSERVICES



IMPORTANT!

If they receive a Centrelink payment and agree to use Centrelink Confirmation eServices, **you will not need to tell us about their income or assets.**

It will **save you time** and you may get a **faster response** to your application.

Q16 → **Do they agree to use Centrelink Confirmation eServices?**

No, go to Q23 →

Yes, ask the household member to read and sign the following ↓

Consent to use Centrelink Confirmation eServices

I authorise the Australian Government Department of Human Services (Centrelink) to provide the Victorian Department of Health and Human Services (the department) with the results of the enquiries I have indicated below in order to enable the department to determine if I qualify for social housing services.

I understand that the information provided by Centrelink to the department may contain the following:

- **Income confirmation.** Personal information such as (but not limited to) current or historical details of Centrelink payments received, dependants, marital/partnered status, Centrelink deductions, income from sources other than Centrelink and assets.
- **Contact and address verification.** My current address and contact details, and also my address history (up to two years), which the department may use to support a Priority Access application.

I authorise the department to use Centrelink Confirmation eServices to perform a Centrelink enquiry of my Centrelink income, asset and payment details.

I understand this consent, once signed, remains valid while I am a customer of the department, unless I revoke it by contacting the department or Centrelink.

I understand that if I withdraw my consent or do not alternatively provide proof of my circumstances/details, I may not be eligible for the service provided by the department.

Q17 → **I consent to using the following service(s):**

Both (recommended) Only income confirmation Only contact and address verification

Q18 → **Full name**

Q19 → **Street name and number**

Q20 → **Suburb/Town** **Postcode**

Q21 → **Centrelink Reference Number (CRN)** **Date of birth**

Q22 → **Signature**  _____ **Today's date**

INCOME AND ASSETS



If they **agreed to use Centrelink Confirmation eServices**, you do not need to fill out this section. You have finished completing this form.



DOCUMENT REQUIRED

For household members who are **not** Centrelink customers, we will need 100 points of identification.

For accepted documents that can make up 100 points, refer to the *Proof of Identity factsheet* which you should have received with this application. If you don't have it, you can get it from housing.vic.gov.au/forms-guides or by contacting one of our offices.

Q23 → **Centrelink Reference Number (CRN)**

Q24 → **Department of Veterans Affairs (DVA) number**

Income details

This could include Centrelink payments, wages, self-employed income, Veterans' Affairs or compensation payments.

Q25 → **Income type**

Gross Income (per week) (\$)

	\$
	\$
	\$



DOCUMENT REQUIRED

Provide Proof of Asset documents for each asset listed above. See housing.vic.gov.au/forms-guides for information.

Real estate details

Q26 → **Do they own or part-own any real estate or land?**

No, go to **Asset Details (Q34)** → Yes, continue ↓



DOCUMENT REQUIRED

We will need a letter from an approved valuer or solicitor stating their property's market value and their equity in it. If they part-own the property, we need information that details their share. If the property is held in trust, we need a letter from the executor of the estate.

Q27 → **Real estate or land value**

Q28 → **Street name and number**

Q29 → **Suburb/Town**

Postcode

Q30 → Are they able to live in the property permanently?

No Yes



DOCUMENT REQUIRED

If they are unable to live in the property permanently, we need documents that explain why.

Q31 → Can this real estate or land be sold?

No Yes

Is the property for sale?

No Yes



DOCUMENT REQUIRED

If the property is for sale, we need a document from the real estate agent confirming this.

Q32 → If you answered No to any of the these questions, tell us why:

Empty text box with dashed lines for input.

Q33 → Is the property subject to a dispute or an application for settlement in the Family Court?

No

Yes - Reason:

Empty text box for reason.



DOCUMENT REQUIRED

If there is a dispute or application for settlement, we need a document from their solicitor including details of ownership.

Asset details

An asset is something you own that can be turned into money — like shares, businesses, mobile homes and any cash you have in the bank. In addition to their assets, if they are expecting to receive a payout from an organisation like WorkSafe or the Transport Accident Commission (TAC), please list it here.

Q34 → Asset type

Value (\$)

Can the asset be cashed in or sold?

	\$
	\$
	\$
	\$
	\$

No Yes
 No Yes
 No Yes
 No Yes
 No Yes



DOCUMENT REQUIRED

Provide Proof of Asset documents for each asset listed above. See housing.vic.gov.au/forms-guides for information.

LANGUAGE LINK

For other languages, an interpreter is available through your local office.

English

This publication is about housing. If you have difficulty reading English, you can get help with this publication. Please contact your local office or call Language Link on (03) 9280 0799 for an interpreter.

中文 Simplified Chinese

这是一份关于住房的出版物。如果你英语阅读有困难，可以获得帮助。请联系本地办事处或拨打 (03) 9280 0791 联系 Language Link 要求口译员协助。

繁體中文 Chinese

本刊物有關住房資訊。假如您閱讀英語有困難，您可以尋求瞭解本刊物內容的幫助，請聯絡本地公房辦事處或撥打翻譯熱綫 (03) 9280 0789。

Hrvatski Croatian

Ova publikacija sadrži informacije o stambenom smještaju. Ako ovu brošuru ne razumijete zato što je pisana na engleskom, imate pravo na pomoć. Molimo vas, kontaktirajte svoj mjesni ured ili nazovite Language Link na broj (03) 9280 0792 i spojit će vas se sa tumačem.

Polski Polish

Niniejsza informacja dotyczy kwestii mieszkaniowych. Jeśli masz trudności z czytaniem po angielsku, możesz otrzymać pomoc w zrozumieniu tej publikacji. Prosimy zwrócić się do swojego lokalnego biura lub zadzwonić do Language Link pod numer (03) 9280 0793 i poprosić o ustnego tłumacza.

Af-Soomaali Somali

Daabacaadan waxay ku saabsan tahay gurisiinta. Haddii aad qabto dhibaato xaga aqriska Ingiriisiga, waxaad caawimaad ka helayaa daabacaaan. Fadlan la xiriir xafiiska degaankaaga ama ka wac Language Link taleefanka (03) 9280 0795 wixii la xiriira turjumaanka.

русский язык Russian

Эта публикация касается жилищных вопросов. Если вам трудно прочитать ее по-английски, то вам может быть предоставлена помощь. Вы можете обратиться в свой местный жилищный отдел или связаться с переводчиком, позвонив на Языковую линию (Language Link) по номеру (03) 9280 0794.

Español Spanish

Esta publicación es sobre vivienda. Si tiene dificultad para leer inglés, se le puede ayudar con esta publicación. Por favor póngase en contacto con su oficina local o llame a Language Link en el (03) 9280 0796.

Türkçe Turkish

Bu yayın konutlar hakkındadır. İngilizce okumakta güçlük çekiyorsanız, bu yayınlı ilgili yardım alabilirsiniz. Lütfen yerel ofisinizle ilişkiye geçin veya bir tercüman için (03) 9280 0797'den Dil Bađlantısı'nı arayın.

Tiếng Việt Vietnamese

Ấn phẩm này nói về vấn đề nhà ở. Nếu quý vị gặp khó khăn đọc tiếng Anh, quý vị có thể được giúp đỡ để hiểu ấn phẩm này. Xin hãy liên lạc với văn phòng địa phương hoặc gọi cho Language Link theo số (03) 9280 0798 để có thông dịch giúp đỡ.

Arabic

ةغللال ءارق يف ءبوعص مركي دل ناك اذ. ناكسإلإ نع هه ءرشنللا هه ءآر. ءرشنللا هه مرهفل ءءعاسملا يق لئل مركنكمري ءهزي لئل نإللا ءغللال طبارب اولصلا وأ مركلقطنمري يف لئل حمرلل بلكملا اب اولصلا هه. فشفس مررل بلطل (03) 9280 0790 مقررلا لعل Language Link

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