

Change of application details form

Victorian Housing register

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# Filling in this form

Use this form to update contact details, personal details, waiting list preferences, remove household members or change the type of housing you want.

If handwriting, please use **black** or **blue** pen and write in **CAPITAL** letters.

Provide your answers in the right-hand columns.

## Submitting this form

**Mail to:**

**Victorian Housing Register**

**Department of Families, Fairness and Housing**

**PO BOX 102**

**Morwell VIC 3840**

**When you mail this form, no postage stamp is required.**

**You can also take it to any Department** of Families, Fairness and Housing office.

**If the required documents are not provided with this form, we cannot complete the assessment.**

# Applicant details

| Required information | Your answer |
| --- | --- |
| Your full name |  |
| **Date of birth** |  |
| Application number |  |

# Update your details

| Required information | Your answer |
| --- | --- |
| Residential address |  |
| Postal address |  |
| Telephone |  |
| Email |  |
| Do you prefer to be contacted by email or post? |  |

Note: Your application will be reassessed when you move your residential address.

# Remove people from your application

## Person 1

| Required information | Your answer |
| --- | --- |
| Name of person to remove |  |
| Their date of birth |  |
| New street address (if applicable) |  |

## Person 2

| Required information | Your answer |
| --- | --- |
| Name of person to remove |  |
| Their date of birth |  |
| New street address (if applicable) |  |

# Add people to your application

To add someone to your application, you must fill out the *Additional adult household member* or *Additional dependent children* form and give it to us with this change of details form.

# Change your preferred areas

If you update your preferred areas here, any previous areas you chose **will be replaced**.

**Pick suburbs or towns that you would like to live in. The further apart each suburb or town is, the higher your chance of finding housing.**

You could be offered housing in any one of your preferred locations or their surrounding areas.

| Required information | Your answer |
| --- | --- |
| Suburb/Town 1 |  |
| Suburb/Town 2 |  |
| Suburb/Town 3 |  |
| Suburb/Town 4 |  |
| Suburb/Town 5 |  |

# Change your housing preferences

Preferred housing type

| Option | Mark your preferred option with an ‘X’ |
| --- | --- |
| Community and public housing |  |
| Public housing only |  |
| Community housing only |  |

If community housing, select categories

| Option | Mark your preferred option with an ‘X’ |
| --- | --- |
| Community-managed rooming house |  |
| Rental co-operative |  |
| Aboriginal housing |  |

# Other changes

Complete this section only if there are other changes you would like to make.

| Required information | Your answer |
| --- | --- |
| Type of change |  |
| Details of the change |  |

# Declaration

This section is to be completed by the person who is the owner (primary applicant) of the Victorian Housing Register application.

## Primary applicant’s declaration

I declare that all the information provided in this additional adult household member form is true and correct.

I acknowledge that I must advise the Department of Families, Fairness and Housing (the department) if my circumstances change and to update the department with any details that are relevant to my application.

**WARNING:** If you wilfully give information that is untrue in any particular in this application, you may be liable to penalties under section 40 of the Housng Act 1983 (Vic).

| By signing this form, I have: | Mark with an ‘X’ |
| --- | --- |
| Completed all parts of the form |  |
| Attached all relevant documents, indicated with a document icon:  |  |

| Required information | Your answer |
| --- | --- |
| Primary applicant’s full name |  |
| Primary applicant’s signature |  |
| Date |  |

Information privacy

We are committed to protecting the privacy of your personal information. Personal information is information that directly or indirectly identifies a person. We need to collect and handle your personal information to be able to process your application. We will handle all the information you give us in keeping with the:

* *Privacy and Data Protection Act 2014*
* *Health Records Act 2001*.

If you are using other departmental programs, we may share some of your information with them to help us coordinate better services for you.

We will use your information:

* for the purposes listed on these forms
* to provide services to you
* for purposes you consent to.

We will not use your information for any other purpose unless the law requires us to do so.

You have a right to access your information under the:

* *Freedom of Information Act 1982*, and
* *Privacy and Data Protection Act 2014*.

For information about freedom of information requests:

* call 1300 151 883, or
* make an online FOI request at [Making a Freedom of Information request](https://www.dffh.vic.gov.au/making-freedom-information-request) https://www.dffh.vic.gov.au/making-freedom-information-request.

For more information about privacy:

* see the department’s privacy policy at [Department of Families, Fairness and Housing Privacy policy](https://www.dffh.vic.gov.au/publications/privacy-policy) https://www.dffh.vic.gov.au/publications/privacy-policy
* email the Feedback, External Oversight and Privacy unit feedback@dffh.vic.gov.au
* call the department on 1300 884 706.

# Language link

This publication is about housing. If you speak a language other than English or have difficulty reading written information, you can get help over the telephone. For more information:

* visit [Housing.vic Interpreter services](https://www.housing.vic.gov.au/interpreter-services) https://www.housing.vic.gov.au/interpreter-services, or
* [contact your local housing office](https://www.dffh.vic.gov.au/contact-us) https://www.dffh.vic.gov.au/contact-us (See, Housing enquiries and offices), or
* call Language Link on (03) 9280 0799 for an interpreter.

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

To receive this document in another format, email the Victorian Housing Register VictorianHousingRegister@homes.vic.gov.au

**[Office use only]**

| Date received | Received by | Date registered | Service ID | Complete? (Yes or No) |
| --- | --- | --- | --- | --- |
|  |  |  |  |  |

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Available at [Forms & Guides | Housing.vic.gov.au](https://www.housing.vic.gov.au/about/forms-guides) https://www.housing.vic.gov.au/about/forms-guides