

Register of Interest application form

Victorian Housing Register

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# Filling in this form

Use this form to apply for social housing from the Victorian Housing Register**.**

**Note: If you are applying for Priority Access, you do not need to complete this Register of Interest application form. The Priority Access paper-based application is available from** [HousingVic’s ‘Apply for social housing’ page](https://www.housing.vic.gov.au/apply-social-housing) https://www.housing.vic.gov.au/apply-social-housing. Or contact one of our [offices](https://www.dffh.vic.gov.au/contact-us) https://www.dffh.vic.gov.au/contact-us.

For more information about the register and how to complete the Register of Interest application for social housing, please read the Victorian Housing Register guide, available from [HousingVic’s ‘Apply for social housing’ page](https://www.housing.vic.gov.au/apply-social-housing) https://www.housing.vic.gov.au/apply-social-housing. Or ask for a copy at one of our [offices](https://www.dffh.vic.gov.au/contact-us) https://www.dffh.vic.gov.au/contact-us.

## Before you start

If you have access to the internet, you can submit your application online at the [myGov website](https://my.gov.au/) https://www.my.gov.au. Online applications are easier to submit and faster to process.

For more information about applying online you can visit [HousingVic’s ‘Apply for social housing’](https://www.housing.vic.gov.au/apply-social-housing) page https://www.housing.vic.gov.au/apply-social-housing.

You can apply as a single person, couple, family or group.

# HousingVic online services

## Get started with myGov

You may need a myGov account to get started. It only takes a few minutes to set one up on the [myGov website](https://my.gov.au/) https://www.my.gov.au.

### Link to HousingVic online services

Open **myGov’s** ‘Services’ section and choose ‘HousingVic online services’ – this will link it to your myGov account.

Open HousingVic online services and select ‘Victorian Housing Register application’ to fill in your application.

Once you have completed the online application and attached any documents needed, a copy of the finished application will be sent to your nominated email address.

For more information about how to link to and access HousingVic’s online services visit [HousingVic’s ‘Online services’ page](https://www.housing.vic.gov.au/online-services) https://www.housing.vic.gov.au/online-services.

## Get immediate assistance

**If you are experiencing family violence** and need immediate assistance, call the Safe Steps Family Violence Response Centre on **1800 015 188**.

**If you are homeless** and need accommodation, call the housing crisis line on **1800 825 955** to speak to a housing and support worker.

These services are free and operate 24 hours a day, 7 days a week.

# Submitting a paper application form

Use **blue** or **black** pen. Write in **CAPITAL** letters. Mark boxes with an **X**.

**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 anyDepartment of Families, Fairness and Housing office.

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

# Section A: About you

In this section we will ask for information about you.

As the applicant, you are the person who owns this application. It is your responsibility to contact us if there are any changes to this application. All contact about this application, including housing offers, will only be with you.

## Personal information

| Required information | Your answer |
| --- | --- |
| Title (e.g. Mr, Ms, Dr) |  |
| Full name (including middle name) |  |
| Preferred name (if any) |  |
| Previous full name (if any) |  |
| Housing Register application number (if you have one) |  |
| Date of birth |  |
| Gender |  |
| Relationship status (single, partnered) |  |
| Aboriginal or Torres Strait Islander status | Aboriginal, Torres Strait Islander or both? |
| Country of birth |  |
| Preferred language |  |
| Are you an Australian Defence Force veteran or an immediate family member of a veteran? |  |

## Contact details

| **Required information** | **Your answer** |
| --- | --- |
| Postal address |  |
| Residential address |  |
| Phone number |  |
| Email address |  |
| Would you prefer to be contacted by email or post? |  |

## Residency details

### Australian residency status

| Status | Mark with an ‘X’ |
| --- | --- |
| Australian citizen | (If you are an Australian citizen, skip ahead to Section B) |
| Temporary Protection Visa |  |
| Sponsored migrant |  |
| Permanent resident |  |
| Protection Visa |  |
| New Zealand resident |  |
| Resolution of Status Visa |  |

### Visa subclass

| **Question** | **Answer** |
| --- | --- |
| What is the subclass of your Visa? (for Temporary Protection, Protection and Resolution of Status Visas) |  |

Date of arrival

| Question | Answer |
| --- | --- |
| What date did you arrive in Australia? |  |

### Centrelink waiting period

| Question | Answer |
| --- | --- |
| Are you affected by Centrelink’s 2-year newly arrived residents waiting period? |  |
| If yes, what is the expiry date? |  |

**Note**: The expiry date is 2 years from your arrival date to Australia.

# Section B: Privacy

## Privacy

When you contact us, we will always confirm it’s you. For security, you may want to add a password and security question.

### Password

Providing a password will make it easier for us to confirm your identity when we speak to you over the telephone. It will also make it harder for someone else to access your application information.

|  |  |
| --- | --- |
| Password |  |

### Security question and answer

Providing a security question will help prove your identity if you forget your password.

Choose something that only you know the answer to and you haven’t posted online.

|  |  |
| --- | --- |
| Question |  |
| Answer |  |

# Section C: Support needs

In this section we ask about your support needs.

By support, we mean assistance from a community organisation to establish or maintain your tenancy. The organisation that provides you with housing may be able to link you to a community support organisation when you move in.

## Questions about support needs

Do you have any current support needs or are currently receiving support for any of the following options? Mark any that apply.

|  |  |
| --- | --- |
| Option | Mark with an ‘X’ |
| Speech |  |
| Intellectual |  |
| Physical |  |
| Specific learning |  |
| Homelessness |  |
| Psychiatric |  |
| Hearing |  |
| Aged care |  |
| Drugs and alcohol |  |
| Vision |  |
| Neurological |  |
| Autism |  |
| Acquired Brain Injury |  |
| Family violence |  |
| Aged care assessment service (ACAS) |  |
| National Disability Insurance Scheme (NDIS) |  |
| Veterans and families support services |  |
| Department of Veterans’ Affairs |  |
| None |  |
| Other |  |

| Other (please specify) |
| --- |
|  |

### Do you have a guardian or administrator?

A guardianship order is a legal document that gives a person (called a ‘guardian’) power to make decisions on behalf of another person about personal matters. This may include decisions about where you live, health care and access to services. In some cases, there may be more than one guardian (called ‘joint guardians’).

Administration orders give a person (called an ‘administrator’) the power to make decisions on another person’s behalf about their finances and associated legal affairs.

| Question | Answer |
| --- | --- |
| Do you have a guardian or administrator? (if yes, please specify) |  |

## Future support needs

### If you move into social housing, will you need any extra support?

| Option | Mark with an ‘X’ |
| --- | --- |
| No |  |
| Yes, I need help to establish my tenancy (less than 12 months) |  |
| Yes, I need help to sustain my tenancy (more than 12 months) |  |

## Support contact

If you get help from a guardian, administrator, support service, health professional or other individual you can give us their details here if you want them to be able to speak to us about your application. You can change your mind about this at any time.

| Question | Answer |
| --- | --- |
| Do you want another person or organisation to be able to make enquiries about your application on your behalf? (yes or no) |  |

If you answered ‘No’, go to **Section D: Centrelink Confirmation eServices**. If you answered ‘Yes’, provide information about them below.

| **Required information** | **Your answer** |
| --- | --- |
| Person’s name |  |
| Organisation name |  |
| Organisation address |  |
| Phone number |  |
| Email address |  |
| What type of help or support do they provide? (describe) |  |
| Do you consent to us contacting the person above about your application? (yes or no) |  |
| When we write to you, do you want a copy of the letter sent to your support person? (yes or no) |  |

# Section D: Centrelink Confirmation eServices

##  Important!

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

Not having to tell us about your income or assets will **save you time** and you may get a **faster response** to your application.

| Question | Answer |
| --- | --- |
| Do you agree to use Centrelink Confirmation eServices? |  |

If no, go the [Section E](#_Section_D:_Income_1)(Income and assets). If yes, 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 Families, Fairness and Housing (the department) with the results of the enquiries I have indicated below 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, dependents, marital or 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 2 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.

| I consent to using | Mark with an ‘X’ |
| --- | --- |
| Both (recommended) |  |
| Only income confirmation |  |
| Only contact and address verification |  |

### Your information

| Required information | Answer |
| --- | --- |
| Full name (including middle name) |  |
| Centrelink Reference Number (CRN) |  |
| Date of birth |  |
| Signature |  |
| Today’s date |  |

# Section E: Income and assets

If you have agreed to use Centrelink Confirmation eServices, you do not need to fill out this section. Go to [**Section F: Living situation**](#_Section_E:_Housing_1).

## Document required – proof of identity

Provide **Proof of identity documents** with your application. See the [**document checklist**](#_Document_checklist_1) for more information.

## Reference numbers

| Required information | Number |
| --- | --- |
| Centrelink Reference Number (CRN) |  |
| Department of Veterans Affairs (DVA) number |  |

## Income details

This could include Centrelink payments, wages, self-employed income, Veterans’ Affairs, compensation payments or any income administered by a guardian or administrator (for example, State Trustees).

| Income type | Gross income (per week) ($) |
| --- | --- |
|  |  |
|  |  |
|  |  |

### Document required – proof of income

Provide **Proof of income documents** for all income types listed above. Refer to the [**document checklist**](#_Document_checklist_1) for more information.

## Real estate details

Fill out this section if you own or part-own any real estate or land. If not, go to [**Asset details**](#_Asset_details).

| Required information | Answer |
| --- | --- |
| Real estate or land value  |  |
| Property address |  |
| Centrelink Reference Number (CRN) |  |
| Are you able to live in the property permanently? |  |
| Can this real estate or land be sold? |  |
| Is the property for sale? |  |
| If you answered ‘no’ to any of the above 3 questions, tell us why |  |
| Is the property subject to a dispute or an application for settlement in the Family Court? If yes – what is the reason? |  |

### Documents required

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

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

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

 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 your assets, if you are expecting to receive a payout from an organisation like WorkSafe or the Transport Accident Commission (TAC), please list it here.

|  Asset type | Value ($) | Can the asset be cashed in or sold? (yes or no) |
| --- | --- | --- |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |

### Document required – proof of assets

Provide **proof of asset documents** for each asset listed. See the [**document checklist**](#_Document_checklist_1) for more information.

# Section F: Living situation

## Current living situation

If you currently live in public or community housing, go to **Section G: Housing options**.

### Where are you living at the moment?

| Currently living | Mark with an ‘X’ |
| --- | --- |
| Caravan or tent or cabin |  |
| Crisis accommodation |  |
| Hotel |  |
| Owner-occupier |  |
| Hospital (including psychiatric) |  |
| Student accommodation |  |
| Disability support |  |
| Family and friends |  |
| Transitional housing management |  |
| Special residential service |  |
| Private rental |  |
| Rooming or boarding house |  |
| Emergency accommodation |  |
| Vehicle |  |
| Prison (specify release date) |  |
| Other (please specify) |  |

|  |  |
| --- | --- |
| When did you start living there? |  |

### How long can you live there?

| Length of time | Mark with an ‘X’ |
| --- | --- |
| 1 to 2 weeks |  |
| 3 to 6 weeks |  |
| 6 to 12 weeks |  |
| 3 to 6 months |  |
| 6 to 12 months |  |
| More than 1 year |  |
| Until other accommodation becomes available |  |
| Unsure |  |

# Section G: Housing options

## Housing options

### What type of social housing are you applying for?

| Type of housing | Mark with an ‘X’ |
| --- | --- |
| Community and public housing |  |
| Public housing only |  |
| Community housing only |  |

**Community and public housing** offer long-term rental accommodation for people on low incomes.

**Public housing** is managed by the state government. It is for people most in need, especially those who have recently experienced homelessness or have other special needs.

**Community housing** is managed by not-for-profit organisations. Some specialise in helping people with a disability, women, singles or older people.

### Are you interested in any of the following types of community housing?

For more information about these types of housing, see the Victorian Housing Register guide, available from [HousingVic’s ‘Apply for social housing’ page](https://www.housing.vic.gov.au/apply-social-housing) http://housing.vic.gov.au/apply-social-housing. Or contact one of our [offices](https://www.dffh.vic.gov.au/contact-us) https://www.dffh.vic.gov.au/contact-us.

| Type of housing | Mark with an ‘X’ |
| --- | --- |
| Community-managed rooming house |  |
| Rental co-operative |  |
| Aboriginal housing |  |

## Children living with you

Are you or your partner expecting a child? This may be through birth, adoption or permanent care. We need to know this to work out how many bedrooms are needed for your household.

| Question | Answer |
| --- | --- |
| Are you or your partner expecting a child? (If yes, provide due or arrival date) |  |

### Document required – expecting a child

**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 confirming when the child will be in your care.

## Nomination and sponsorship arrangements

A support provider may have nomination rights to a social housing property. This means if a property becomes vacant, the support provider can nominate a suitable client to be offered the property.

Some organisations can sponsor applications for social housing. For example, if a council has given land to a social housing agency, they may be able to recommend applicants to be offered social housing.

| Question | Answer |
| --- | --- |
| Will you be housed under a nomination or sponsorship arrangement? (If yes, provide the name of the organisation that manages the properties) |  |

# Section H: Location

## Preferred location

You can choose up to 5 waiting list areas to live in. We may offer you a property in any suburb from these areas.

| Suburb or town |
| --- |
| 1.  |
| 2. |
| 3. |
| 4. |
| 5. |

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

Waiting list areas where you could be offered housing generally include more than one suburb or town. The full list of areas is available in the Victorian Housing Register guide or from the [HousingVic ‘Apply for social housing](https://www.housing.vic.gov.au/apply-social-housing)’ page https://housing.vic.gov.au/apply-social-housing. Or contact one of our [offices](https://www.dffh.vic.gov.au/contact-us) https://www.dffh.vic.gov.au/contact-us.

## Document checklist

Documents required for each household member

**Read this list carefully. Not including required documents will delay your application.**

| **Document type** | **Mark with an ‘X’** |
| --- | --- |
| **Residency status documents for each household member not born in Australia**Only people on your application who do not receive a primary income support payment (such as a pension or allowance) from Centrelink need to give us residency status documents.This could be an Australian Citizenship Certificate, immigration visa, passport or a letter from the Department of Immigration and Border Protection. |  |
| **Identity documents for each household member over 15 years of age**All household members who are over 15 years of age and receiving an independent income, must provide 100 points of identification to establish their identity.For accepted documents that can make up 100 points of identification, refer to [HousingVic’s ‘Proof of identify’ page](https://www.housing.vic.gov.au/proof-identity) https://www.housing.vic.gov.au/proof-identity. Or contact one of our offices. |  |
| **Confirmation of any children's names and custody arrangements**You will need to give us a copy of a Medicare card, Health Care Card, or a birth certificate or extract to confirm the names of the children.If you are requesting additional rooms for child access arrangements, documentation from a solicitor, the Family Law Court, or a statutory declaration from the primary caregiver to confirm the custody arrangements. |  |

Documents required if you or a household member did not agree to use Centrelink Confirmation eServices

| **Document type** | **Mark with an ‘X’** |
| --- | --- |
| **Proof of assets**If you or a household member is receiving payments from Centrelink, we will get your asset information from your Centrelink statement.For each person who does not receive a payment from Centrelink, we will need:* a copy of your bank book or bank statement not more than 4 weeks old – an automated teller machine (ATM) statement is allowed as long as it shows the name of the account holder
* documents stating the value of any other assets you own or have an interest in.
 |  |
| **Proof of income**If you receive an income from Centrelink or the Department of Veterans’ Affairs (DVA), you will need to give us an income and asset statement that is less than 2 weeks old.If you have a paying job, you will need to give us a pay slip or a wage statement signed by your employer. It needs to show your wages before tax for the past 13 weeks.If you are self-employed, please have an accountant complete a profit and loss statement for the last 13 weeks. |  |

**You must complete** an **Application for special accommodation requirements** if you or a household member will require:

* housing in a particular area so you can access specialist treatment, care or education
* a particular type of housing due to limited mobility or a medical or mental health condition (for example, without stairs, or low density)
* disability modifications to be installed in the property (for example, grab rails, lever taps).

The form is on [HousingVic’s ‘Apply for social housing’ page](https://www.housing.vic.gov.au/apply-social-housing) https://housing.vic.gov.au/apply-social-housing. Or get it from one of our offices.

## Declaration, acknowledgement and consent

I declare that all the information provided in this application for the Victorian Housing Register is true and correct.

I understand that as the primary applicant I have sole responsibility in my household to respond on all matters about this application, including offers of accommodation from social housing organisations.

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

I understand that if I enter into a tenancy agreement with any social housing organisation including the department, my application will be removed from the Victorian Housing Register as my housing needs will have been met.

I confirm my consent for the department to provide my application to the social housing organisations I have nominated in my application.

I authorise the Chief Executive Officer, Homes Victoria, Department of Families, Fairness and Housing, or officers acting on behalf of the Chief Executive Officer to confirm information concerning this application with those people and organisations I have previously nominated, including, if applicable, my child protection caseworker and the individual or organisation that has completed Section K of this application.

I confirm my consent for the department to send copies of correspondence to those people and organisations I have nominated in my application to receive copies of correspondence.

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 Housing Act 1983 (Vic).

| By completing this form, I have | Mark with an ‘X’ |
| --- | --- |
| Completed all applicable areas of the form |  |
| Added details of additional household members (next page) |  |
| Signed the Centrelink Confirmation eServices consent form – if applicable (this applies to all household members) |  |
| Attached all relevant documents indicated as required |  |

### Consent

| Required information | Your answer |
| --- | --- |
| Full name |  |
| Signature |  |
| Date |  |

# Section I: Additional household members

Use sections I and J to add one extra adult and up to 4 dependent children.

If you need to add more than one adult or 4 children, you can use the Additional adult household memberand Additional dependent children forms, available from [HousingVic’s ‘Apply for social housing’ page](https://www.housing.vic.gov.au/apply-social-housing) https://housing.vic.gov.au/apply-social-housing. Or pick up one from your local office.

## Additional adult household member

### Personal information

| Required information | Your answer |
| --- | --- |
| Title (e.g. Mr, Ms, Dr) |  |
| Full name (including middle name) |  |
| Preferred name (if any) |  |
| Previous name (if any) |  |
| Date of birth |  |
| Gender |  |
| Relationship status (e.g. single, married) |  |
| Spouse’s/partner’s name |  |
| Aboriginal status | Aboriginal, Torres Strait Islander or both? |
| Country of birth |  |
| Are they an Australian Defence Force veteran or an immediate family member of a veteran? |  |
| Are they expecting a child? If yes, include due date[[1]](#footnote-1) |  |

 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.

## Australian residency status

| Status | Mark with an ‘X’ |
| --- | --- |
| Australian citizen | (If they are an Australian citizen, skip ahead to the next section) |
| Temporary Protection Visa |  |
| Sponsored migrant |  |
| Permanent resident |  |
| Protection Visa |  |
| New Zealand resident |  |
| Resolution of Status Visa |  |

### Visa subclass

| Question | Answer |
| --- | --- |
| What is the subclass of their Visa? (for Temporary Protection, Protection and Resolution of Status Visas) |  |

Date of arrival

| **Question** | **Answer** |
| --- | --- |
| What date did they arrive in Australia? |  |

### Centrelink waiting period

| Question | Answer |
| --- | --- |
| Are they affected by Centrelink’s 2-year newly arrived residents waiting period? |  |
| If yes, what is the expiry date? |  |

Note: The expiry date is 2 years from their arrival date to Australia.

## Centrelink Confirmation eServices

##  Important!

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

Not having to tell us about your income or assets will **save you time** and you may get a **faster response** to your application.

| Question | Answer |
| --- | --- |
| Do you agree to use Centrelink Confirmation eServices? |  |

If no, go the [Section E](#_Section_D:_Income_1)(Income and assets). If yes, 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 Families, Fairness and Housing (the department) with the results of the enquiries I have indicated below 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, dependents, marital or 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 2 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.

| I consent to using | Mark with an ‘X’ |
| --- | --- |
| Both (recommended) |  |
| Only income confirmation |  |
| Only contact and address verification |  |

### Your information

| Required information | Answer |
| --- | --- |
| Full name (including middle name) |  |
| Centrelink Reference Number (CRN) |  |
| Date of birth |  |
| Signature |  |
| Today’s date |  |

 Document required - identity

All household members who are over 15 years of age and receiving an independent income, must provide 100 points of identification to establish their identity.

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 the [Housing.vic’s Social housing page](https://www.housing.vic.gov.au/apply-social-housing) http://housing.vic.gov.au/social-housing. Or contact one of our offices.

## Income and assets

 If the household member agreed to use Centrelink Confirmation eServices, do not fill out this section. Go to [Section C: Declaration](#_Section_C).

### Reference numbers

| Required information | Number |
| --- | --- |
| Centrelink Reference Number (CRN) |  |
| Department of Veterans’ Affairs number |  |

### Income details

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

| Income type | Gross income (per week) ($) |
| --- | --- |
|  |  |
|  |  |
|  |  |

 Document required – proof of income

If you receive an income from Centrelink or the Department of Veterans’ Affairs (DVA), you will need to give us an income and asset statement that is less than 2 weeks old.

If you have a paying job, you will need to give us a pay slip or a wage statement signed by your employer. It needs to show your wages before tax for the past 13 weeks.

If you are self-employed, please have an accountant complete a profit and loss statement for the past 13 weeks.

### Real estate details

Fill out this section if the person owns or part-owns any real estate or land.

#### [**Asset details**](#_Section_C)

| Required information | Answer |
| --- | --- |
| Real estate or land value  |  |
| Property address |  |
| Centrelink Reference Number |  |
| Are they able to live in the property permanently? |  |
| Can this real estate or land be sold? |  |
| Is the property for sale? |  |
| If you answered ‘no’ to any of the above 3 questions, tell us why |  |
| Is the property subject to a dispute or an application for settlement in the Family Court? If yes – what is the reason? |  |

### Documents 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.

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

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

 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 a person owns 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.

| Asset type | Value ($) | Can the asset be cashed in or sold? (Write yes or no) |
| --- | --- | --- |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |

 Documents required – proof of assets

If you or a household member are receiving payments from Centrelink, we will get your asset information from your Centrelink statement.

For each person who does not receive a payment from Centrelink, we will need:

* a copy of their bank book or a bank statement that is not more than 4 weeks old – an automated teller machine (ATM) statement is allowed as long as it shows the name of the account holder
* documents stating the value of any other assets they own or have an interest in.

## Dependents

### Document required – dependents

**You will need to give us a copy of a Medicare card, Health Care Card, or a birth certificate** or extract to confirm the name of each child.

**If you are requesting additional rooms for child access arrangements**, we will also need documentation from a solicitor, the Family Law Court or a statutory declaration from the primary caregiver to confirm the custody arrangements.

## Dependent child 1

| Required information | Answer |
| --- | --- |
| Full name (including middle name) |  |
| Preferred name (if any) |  |
| Primary caregiver |  |
| Date of birth |  |
| Gender |  |
| Country of birth (if born overseas, when did they move to Australia?) |  |
| Aboriginal status | Aboriginal, Torres Strait Islander or both? |

### Australian residency status

| Status | Mark with an ‘X’ |
| --- | --- |
| Australian citizen |  |
| Temporary Protection Visa |  |
| Sponsored migrant |  |
| Permanent resident |  |
| Protection Visa |  |
| New Zealand resident |  |
| Resolution of Status Visa |  |

### Visa subclass

| Question | Answer |
| --- | --- |
| What is the subclass of their Visa? (for Temporary Protection, Protection and Resolution of Status Visas) |  |

## Dependent child 2

| Required information | Answer |
| --- | --- |
| Full name (including middle name) |  |
| Preferred name (if any) |  |
| Primary caregiver |  |
| Date of birth |  |
| Gender |  |
| Country of birth (if born overseas, when did they move to Australia?) |  |
| Aboriginal status | Aboriginal, Torres Strait Islander or both? |

### Australian residency status

| Status | Mark with an ‘X’ |
| --- | --- |
| Australian citizen |  |
| Temporary Protection Visa |  |
| Sponsored migrant |  |
| Permanent resident |  |
| Protection Visa |  |
| New Zealand resident |  |
| Resolution of Status Visa |  |

### Visa subclass

| Question | Answer |
| --- | --- |
| What is the subclass of their Visa? (for Temporary Protection, Protection and Resolution of Status Visas) |  |

## Dependent child 3

| Required information | Answer |
| --- | --- |
| Full name (including middle name) |  |
| Preferred name (if any) |  |
| Primary caregiver |  |
| Date of birth |  |
| Gender |  |
| Country of birth (if born overseas, when did they move to Australia?) |  |
| Aboriginal status | Aboriginal, Torres Strait Islander or both? |

### Australian residency status

| Status | Mark with an ‘X’ |
| --- | --- |
| Australian citizen |  |
| Temporary Protection Visa |  |
| Sponsored migrant |  |
| Permanent resident |  |
| Protection Visa |  |
| New Zealand resident |  |
| Resolution of Status Visa |  |

### Visa subclass

| Question | Answer |
| --- | --- |
| What is the subclass of their Visa? (for Temporary Protection, Protection and Resolution of Status Visas) |  |

## Dependent child 4

| Required information | Answer |
| --- | --- |
| Full name (including middle name) |  |
| Preferred name (if any) |  |
| Primary caregiver |  |
| Date of birth |  |
| Gender |  |
| Country of birth (if born overseas, when did they move to Australia?) |  |
| Aboriginal status | Aboriginal, Torres Strait Islander or both? |

### Australian residency status

| Status | Mark with an ‘X’ |
| --- | --- |
| Australian citizen |  |
| Temporary Protection Visa |  |
| Sponsored migrant |  |
| Permanent resident |  |
| Protection Visa |  |
| New Zealand resident |  |
| Resolution of Status Visa |  |

### Visa subclass

| Question | Answer |
| --- | --- |
| What is the subclass of their Visa? (for Temporary Protection, Protection and Resolution of Status Visas) |  |

## Income and assets

If any of the children earn any income and own or part-own any assets (including real estate), list them in this table.

| Child’s name | Income or asset type | Value ($) | Can the asset be cashed in or sold? (Write yes or no) |
| --- | --- | --- | --- |
|  |  |  |  |
|  |  |  |  |
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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

Authorised and published by the Victorian Government, 1 Treasury Place, Melbourne.

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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>

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| --- | --- | --- | --- | --- |
|  |  |  |  |  |

1. We need this information so we can work out how many bedrooms are needed. [↑](#footnote-ref-1)