

Additional adult household member form

Victorian Housing Register

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# Filling in this form

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.

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.**

# Section A: Primary applicant’s details

In this section, we ask for the details of the person who is the owner (primary applicant) of the Victorian Housing Register application.

| Required information | Your answer |
| --- | --- |
| Title (e.g. Mr, Ms, Dr) |  |
| Full name (including middle name) |  |
| **Date of birth** |  |
| **Gender** |  |
| Application number |  |
| **Phone number** |  |
| **Postal address** |  |
| Residential address |  |

# Section B: Additional adult household member

In this section, we ask for the details of the additional adult household member you want to add to your Victorian Housing Register application.

| 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 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 they receive a Centrelink payment and agree to use Centrelink Confirmation eServices, **you will not need to tell us about their 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 they agree to use Centrelink Confirmation eServices? |  |

If no, go the **Reference numbers** section. If 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 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, dependants, 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 |  |

#### Household member’s information

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

## 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)**.**

###  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 the [Housing.vic’s Social housing page](file:///%5C%5CN171%5CGROUP%5CClient%20Services%20%26%20Programs%5CImplementation%20Support%5CVictorian%20Housing%20Register%20Team%5CFORMS%5CMatt%20Davies%20formated%20forms%5CHousing.vic%E2%80%99s%20Social%20housing%20page) http://housing.vic.gov.au/social-housing. Or contact one of our offices.

### 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. If not, **go to** [**Asset details**](#_Asset_details).

| 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 your 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 you own or have an interest in.

# Section C: 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 Housing 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

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