

Insecure housing eligibility confirmation form

Victorian Housing Register

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# Before you start

An Insecure housing eligibility confirmation form may be submitted by a Designated Service Provider, Initial Assessment and Planning worker, Homelessness Intake and Assessment worker (or equivalent service) or other housing related service.

If the client is living in temporary housing, then a housing worker from the organisation that organised and/or manages the accommodation should complete this form.

If the client is living temporarily with family or friends, then this form should be completed by a Designated Service Provider, Initial Assessment and Planning worker or an equivalent housing-related worker.

Both the worker and the client must sign the declaration at the end of the form.

# Submitting this form

Take or send this form to the Department of Families, Fairness and Housing (department) office that is managing the client’s application or give this form to the client so they can provide it to the department with their Priority Access application.

# Need more information?

If support services have any questions or need help filling in this form, contact your local Department of Families, Fairness and Housing office that requested this form to be completed.

# Section A: Primary applicant’s details

We need to know about the primary applicant (the person who owns the housing application) so we can match this form to their application.

| Required information | Answer |
| --- | --- |
| Full name (including middle name) |  |
| **Date of birth** |  |
| Victorian Housing Register application number |  |
| **Phone number** |  |
| Residential address |  |

# Section B: Organisation’s details

| Required information | Answer |
| --- | --- |
| Organisation name |  |
| **External Party Register Identification Number (EPRIN**) |  |
| Organisation address |  |
| Organisation phone number |  |

# Section C: Eligibility confirmation

| Question | Answer |
| --- | --- |
| Is the applicant living in temporary housing, such as transitional housing, a refuge, crisis housing or emergency accommodation? |  |
| Is the applicant living temporarily with family or friends? |  |
| What is the applicant’s current housing situation? |  |
| What is the date the applicant arrived in this accommodation and how long can they stay? |  |
| What is the reason they can’t stay there? |  |

What assistance have you given the applicant?

| Assistance type | Mark with an ‘X’ |
| --- | --- |
| Assessment by IAP worker for placement on prioritisation list and possible referral to support service |  |
| Advice and assistance on housing options, including private rental information, eligibility for the bond loan scheme and possible funds towards rent in advance |  |
| Information about social housing – community and public – and the Victorian Housing Register |  |
| Help to source and secure long-term accommodation |  |

# Declaration

## Declaration by Designated Services Provider

I declare that the applicant named in Section A of this application has demonstrated that their housing circumstances meets the Victorian Housing Register Priority Access guidelines under the Special housing needs – Insecure housing category.

The applicant has received the assistance indicated above.

This service has not been able to secure permanent accommodation for the applicant.

| Required information | Answer |
| --- | --- |
| Worker’s full name |  |
| Worker’s signature |  |
| Date |  |

## Declaration by primary applicant

I hereby authorise the person and organisation named on this form to receive or provide information to the Chief Executive Officer, Homes Victoria, Department of Families, Fairness and Housing or officers acting on behalf of the Chief Executive Officer.

**By signing this form, you consent to the organisation named above being contacted about your 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 Homes Victoria to confirm information concerning this application with the service named in Section B of this form.

| Required information | Answer |
| --- | --- |
| Applicant’s full name |  |
| 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