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| Homes Victoria |
| Tenant House Sales |
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Tenant House Sales Program enables current tenants to apply to purchase their public housing rental property. The Department of Family, Fairness and Housing, Property & Asset Services Group assesses applications against the specific eligibility criteria set out below.

Tenants who wish to purchase their rented property must meet **all** of the following Tenant and Property eligibility criteria:

# Tenant Eligibility Criteria

1. You **must be the current Tenant** of the property you wish to purchase and must have signed the Residential Tenancy Agreement; and
2. You must have rented the property for a minimum of **seven (7) consecutive years**; and
3. You do not own, or have an interest in, any other property; and
4. You do not have outstanding rental arrears or other charges **(such as maintenance or utility charges or an outstanding bond loan)**.

# Property Eligibility Criteria

1. The property currently has a separate title (it is not the practice of the Department of Family, Fairness and Housing to create a separate title where none exist); and
2. The property must be sold at no less then market price, as determined by the Valuer General Victoria; and
3. The property must not have been purchased, constructed, or significantly upgraded/renovated within the last seven (7) years; and
4. The property must meet the following asset management criteria for disposal:
	1. The property must not be subject to high demand.
	2. The property must not be required for strategic purposes, such as redevelopment, transit city, or urban growth centres.

## Assessment of Tenant House Sales Applications

In undertaking an asset management assessment, the following will be considered:

* Specific demand for the property
* Opportunities for replacing stock; and
* Relationship to strategic objectives

In certain circumstances, the Department of Family, Fairness and Housing may consider the sale of particular properties to tenants where it is deemed desirable to sell, for example, the property is located in an area of high public housing concentration. It would be inappropriate to retain the property due to its location, local redevelopment/stock plan considerations, or due to other specific issues for example, history of the property. The final decision to sell a property is determined by Homes Victoria.

**Only those Tenants who meet all the criteria are likely to have their application approved.**

**If we offer to sell the property to you, you will need to:**

* Arrange your own finance either through a bank or other lending institutions. You must do this before the contract of sale is signed because the contract of sale will not be subject to you getting finance.
* Arrange your own report on the condition of the property.
* Pay the purchase price within sixty (60) days of the signing of the contract of sale.

### Determination of Sale Price

We can only sell you your rented property at a price equal to the market value set by the Valuer General Victoria. This price takes into account any capital improvements you may have made to the property. **Previous rental payments are not considered in the calculation of the sale price.**

### Rental Payments

You are reminded that you are to keep paying your rent.

You must continue to make rental payments as the Tenant/s of the property until the date of settlement. Urgent and essential repairs, as defined by the Residential Tenancies Act 1997, will be arranged by Department of Family, Fairness and Housing as Landlord until settlement is completed.

### Sale to a Tenant/s jointly with assistance from children

Sale to a Tenant/s jointly with a child or children of the Tenant/s may be allowed in special circumstances if, for instance, finance cannot be obtained without the child or children being included as an owner of the property.

An application to buy cannot be approved until verification of the relationship is provided. eg: by producing a birth certificate*.*

Please enclose a statutory declaration from you (the Tenant/s) stating that your child/children will be helping you to purchase the property.

**There are no guarantees that the Department of Family, Fairness and Housing will sell the property.**

## Application to buy your rented property

Account Number (DFFH rental account number)*:*\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**I / we** (Tenant name/s)

**am / are** interested in purchasing **our / my** rental property at:

(your address)

**Please contact a local Estate Agent and request a free appraisal for your rental property.**

**Please contact your bank for a pre-approval letter based on your appraisal.**

**I / we** have been tenant/s of the property for \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ years.

**I / we** do not own any other property, nor have **I / we** entered into a contract to purchase another property.

If you have made any capital improvements to the property, please list them below.

List any improvements you have made or fittings you have installed. Examples might be carpeting, pergola or a garden shed. The current value of these will be estimated by the Valuer General and deducted from the valuation prior to any offer being made.

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**I/we** can be contacted on phone number \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**I/we** declare that the above statements made by **me/us**  in this form are true and correct, and **I/we** understand that a person making false declarations is liable to the penalties of perjury and may also be prosecuted for breach of **s40 of the Housing Act 1983.**

Signature/s: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Post or e-mail this application form, letter from Estate Agent and pre-approval letter from the bank to:**

**Tenant House Sales, 50 Lonsdale St Melbourne Vic 3000**

or email it to

**divestments@homes.vic.gov.au**

Contact Number - 1800 649 589

**Please ensure that you circle the appropriate statements above**