

Property Transfer Interest Form



MUTUAL SWAP **TRANSFER**

Use this form to apply for a transfer from an existing Aboriginal Housing Victoria (AHV) property to another AHV property. Please use block letters and print in black or blue pen only. Please mark relevant boxes with an .

PRIORITY TRANSFER APPLICATION

To be eligible for a transfer via the Priority Housing category tenants must meet one of the following criteria: Inappropriate housing, unsafe housing or urgent medical needs.

For further information on applying for Priority housing please refer to attached document.

RENTAL ARREARS & TENANTS RESPONSIBILITY MAINTENANCE CHARGE (TRMC)

- You will not be eligible to accept an offer of property if you have rent arrears.
- **TRMC inspection:** Before you can receive an Offer of Property, your Housing Officer must inspect your current property to ensure there are no Tenant Responsibility Maintenance Charges (TRMC) outstanding.
- You will not be eligible to accept an offer of property if you have outstanding TRMC.

DOCUMENTS REQUIRED

The following **MUST** be provided (if we don't already have a **CURRENT** and **UP-TO-DATE** copy on your Tenancy file):

PROVIDED YES NO	DOCUMENTS REQUIRED
<input type="checkbox"/> <input type="checkbox"/>	<ul style="list-style-type: none"> • Centrelink CRN (Customer Reference Number): <i>All household members</i> These can be provided on the family or individual HCC (Health Care Card) or PCC (Pension Concession Card).
<input type="checkbox"/> <input type="checkbox"/>	<ul style="list-style-type: none"> • Identification x 2: <i>All household members over the age of 15</i> Health Care Card (HCC) or Pension Concession Card (PCC) PLUS 1 x additional ID - Passport, Driver's Licence, Birth Certificate or Medicare Card. <i>**Please note: Bank cards not accepted.</i>
<input type="checkbox"/> <input type="checkbox"/>	<ul style="list-style-type: none"> • Preference Areas: Please select up to 3 suburbs from the attached list as you will not be offered housing until at least one is supplied.
<input type="checkbox"/> <input type="checkbox"/>	<ul style="list-style-type: none"> • Confirmation of Aboriginality. This can be confirmed by providing one of the following: <ul style="list-style-type: none"> ➢ Provision of a Certificate of Aboriginality (which includes a document that has a Common Seal). ➢ Applicant can demonstrate links to, or is recognised by the Aboriginal community and documentation is provided advising of this.

Should you have any further enquiries regarding this matter please contact AHV on 9403 2100.

Yours sincerely,

PROPERTY SUBURB LIST

NORTHERN DISTRICT

- Briar Hill
- Bundoora
- Doreen
- Epping
- Heidelberg
- Heidelberg Heights
- Heidelberg West
- Kingsbury
- Lalor
- Macleod
- Mernda
- Mill Park
- Montmorency
- Northcote
- Preston
- Reservoir
- South Morang
- Thomastown
- Thornbury
- Whittlesea
- Wollert

LODDON DISTRICT

- Bendigo
- Bendigo East
- Bendigo North
- California Gully
- Eaglehawk
- Echuca
- Epsom
- Flora Hill
- Golden Square
- Huntly
- Irymple
- Jackass Flat
- Kangaroo Flat
- Kennington
- Kerang
- Merbein
- Mildura
- Nyah
- Quarry Hill
- Red Cliffs
- Robinvale
- Spring Gully
- Strathdale
- Swan Hill

SOUTHERN DISTRICT

- Berwick
- Carrum Downs
- Clayton South
- Cranbourne
- Cranbourne
- Cranbourne
- Dandenong
- Dandenong
- Doveton
- Endeavour Hills
- Eumemmerring
- Frankston
- Frankston North
- Hampton
- Hampton Park
- Hastings
- Heatherton
- Mordialloc
- Narre Warren
- Noble Park
- Oakleigh - 1br
- Oakleigh South
- Pakenham
- Rosebud West
- Seaford
- Skye
- Springvale South
- Tyabb

HUME DISTRICT

- Barmah
- Cobram
- Glenrowan
- Kialla
- Kyabram
- Mooropna
- Myrtleford
- Nathalia
- Seymour
- Shepparton
- Shepparton East
- Shepparton
- Wodonga

GIPPSLAND DISTRICT

- Bairnsdale
- Cann River
- Churchill
- Drouin
- Eastwood
- Kalimna
- Korumburra
- Lake Tyers Beach
- Lakes Entrance
- Lucknow
- Moe
- Morwell
- Newborough
- Nowa Nowa
- Orbost
- Paynesville
- Sale
- Swan Reach
- Trafalgar
- Traralgon
- Warragul
- Wiseleigh
- Wurruk
- Wy-Yung

GRAMPIANS DISTRICT

- Alfredton
- Ararat
- Bacchus Marsh
- Ballarat
- Brown Hill
- Delacombe
- Dimboola
- Halls Gap
- Horsham
- Mount Clear
- Redan
- Sebastopol
- Stawell
- Wendouree

BARWON DISTRICT

- Bell Park
- Bell Post Hill
- Belmont
- Breakwater
- Colac
- Corio
- Geelong
- Geelong East
- Geelong West
- Grovedale
- Hamilton
- Heywood
- Lara
- Leopold
- Marshall
- Newcomb
- Newtown
- Norlane
- Portland
- St Albans Park
- Warrnambool
- Whittington

EASTERN DISTRICT

- Badger Creek
- Bayswater
- Blackburn South
- Boronia
- Box Hill
- Box Hill North
- Burwood
- Burwood East
- Croydon
- Glen Waverley
- Healesville
- Lilydale
- Mitcham
- Montrose
- Ringwood
- Ringwood East

WESTERN DISTRICT

- Altona Meadows
- Altona North
- Braybrook
- Broadmeadows
- Brunswick
- Coburg
- Coolaroo
- Craigieburn
- Deer Park
- Delahey
- Fawkner
- Footscray
- Glenroy
- Jacana
- Keilor Downs
- Kings Park
- Laverton
- Meadow Heights
- Melton
- Melton West
- Pascoe Vale
- Point Cook
- Roxburgh Park
- Seddon
- St Albans
- Sunbury
- Sunshine
- Tarneit
- Wallan
- Werribee
- West Footscray
- Wyndham Vale
- Yarraville

CLIENT DETAILS

Tenant's Name:			
DOB:		Contact No.	
CRN:			
Contact email:			
Home Address:			
	Suburb:		Postcode:
Mailing Address:			
	Suburb:		Postcode:

Note: Only ONE option may be selected from each section below:

Please select the items that best describe your current property: (one from each section)

- Type: House Unit Flat Other
- Cladding: Concrete Brick Timber Other
- Additions: Shed Garage Sleep out Movable unit
- No. of Bedrooms 1br 2br 3br 4br 5br

Any Modifications:

Comments:

Names & details of household members moving to the **new** property (**note: only current household members are to be considered as moving to the new property**)

Name	Age	Sex	CRN	Relationship to Tenant

PREFERRED TRANSFER PROPERTY DETAILS *(Please complete for Mutual Swap Only)*

Please select the items that best describe the property you want to transfer to: (one from each section)

- Type: House Unit Flat Other
- Additions: Shed Garage Sleep out Movable unit
- Bedrooms 1br 2br 3br 4br 5br

Do any household members require disability modifications: No Yes

Comments:

Please note: You can **choose up to 3 suburbs you wish to live in. You may be allocated a house in any of the selected suburbs.**

Suburb/s:

Additional comments:

FORM OF AUTHORITY

The tenant who is registering their interest to participate in the transfer process should complete the section below.

When registering your interest to participate in the transfer process, it may be necessary for Aboriginal Housing Victoria staff to speak to external agencies and support services you are engaged with. Only details that directly relate to this transfer interest form will be discussed. By completing this section, you are providing your consent for Aboriginal Housing Victoria to release specific information about your interest to transfer.

I, (Full name) _____

of (address) _____

hereby authorise Aboriginal Housing Victoria to disclose and / or acquire relevant information to and / or from the following external agencies:

Name of Agency	Support Worker

I understand this may occur at any time while my interest in the transfer process is active.

Tenant's Signature

____ / ____ / 20____
Date

Tenant's Signature

____ / ____ / 20____
Date

**Note: Withdrawal of consent to disclose information to other participants in the transfer process can be made at any time by written notice to AHV. The withdrawal of consent will operate from the date of receipt.
All documentation and client data received is managed in accordance with the Information Privacy Act 2000.**

OFFICE USE ONLY

Does the tenant's household meet the housing size guidelines for the property they wish to move into?

If yes, proceed with assessment. If no, advise applicants transfer cannot be approved. YES / NO

Priority Housing

The Priority Housing category targets:

- current AHV tenants who need to transfer to more appropriate housing.

Applications for the Priority Housing category are approved in principle if the household meets certain Priority Housing criteria. The criteria differs between 'new' and 'transfer' applicants.

AHV requires new applicants for the Priority Housing segment to detail why alternative accommodation to AHV is not a viable option for them.

The applicant is only approved for priority housing when they meet the priority housing criteria **and** are able to detail their attempts to secure alternative accommodation or are assessed as unable to seek private rental.

Please provide the required documentation that is relevant to the Priority Housing category you are applying for.

NOTE: Before an applicant can be housed or transferred with AHV they must repay ALL outstanding charges owed.

Transfer Applicants

To be eligible for a transfer via the Priority Housing category tenants must meet one of the following criteria – **Inappropriate housing, unsafe housing or urgent medical needs**. The eligibility criteria and required documentation for these criteria are the same for transfer applicants as they are for new applicants as above.

The Priority Housing categories for new applicants require demonstration of urgent housing need against one of the following five assessment criteria:

- **Inappropriate Housing** – Applicants living in accommodation that is inappropriate and warrants urgent relocation.
- **Unsafe Housing** – Applicant experiencing actual or serious threat of violence without other housing options and in urgent need of relocation.
- **Urgent Medical Needs** – Applicants or household members with a serious medical condition, who urgently require alternative housing as a result of their condition.

If you are applying under any of the previous categories you must provide the following documentation:

INAPPROPRIATE HOUSING

This criterion comprises three alternative housing scenarios:

- Severe Overcrowding
- Unsuitable Housing
- Family Reunification.

Severe Overcrowding



Documentation from a support worker detailing the current housing arrangement and attempts to find alternative accommodation.

Unsuitable Housing



A report from a support worker confirming that the living conditions or environment of the housing is having a detrimental effect on the household and how long they have resided in this current accommodation.

Family Reunification

Documentation is required from a caseworker, a protective services worker or an employee of a recognised family support agency confirming that the case plan is to reunite the family when AHV housing is provided to the applicant. The letter must also confirm that the children are expected to be returned to the family within six months after housing has been secured.

UNSAFE HOUSING

This criterion comprises three alternative housing scenarios:

Family Violence – applicants must provide a copy of:

- an Intervention Order or an Interim Intervention Order (State), or an application for an Intervention Order or an Interim Intervention Order (State)
- a Family Court Restraining Order (Federal)
- a letter from a solicitor stating that criminal proceedings have commenced against the alleged assailant.

If the applicant is unable to commence legal proceedings because it would place them at further risk, a letter from a medical practitioner, solicitor or a community support worker who provides support services to persons experiencing family violence, is required to confirm that:

- the applicant is experiencing emotional, sexual or physical violence
- the reason they are unable to take legal action
- details of their current housing circumstances.

Serious Threat of physical Danger – a written report from a member of the police force that must include:

- details of Police involvement in the situation
- confirmation that the household or a member of the household is under serious threat of physical danger
- circumstances that have placed the household under serious threat of physical danger
- reasons why the Police cannot resolve the problem.

Urgent Medical Need – Documentation must be provided by a health/care professional relevant to the person's condition.

- the documentation must describe the impact of the applicant's current housing on their condition
- must confirm that non-structural disability modifications or aids cannot be installed in their existing housing.

URGENT MEDICAL

Documentation must be provided by a health/care professional relevant to the person's condition. Specifically, the documentation must describe the impact of the applicant's current housing on their condition.