Clark Court Ltd

Eligibility and Allocation Policy

CVP Policies	Eligibility and Allocation	Effective date:	31/07/2025
Approved By	CEO	Review date:	23/06/2026
Warning	This process is uncontrolled after printing		

Purpose

This policy details the eligibility criteria for community housing at Clark Court Ltd. (Clark Court), along with how Connect Victoria Park Inc (Connect) allocates the properties at Clark Court, including transfers between units by existing tenants. This policy also outlines how Clark Court meets its contractual and legal requirements.

Scope

This policy applies to all applicants for Community Housing at Clark Court and their current tenants.

Definitions

Community Housing describes rental housing that is affordable for people and households on low (Social Housing) to moderate (Affordable Housing) incomes. Usually owned and/or managed by not-for-profit providers like Connect, Community Housing is different to Public Housing, which is managed by government.

Applicant means a person applying for accommodation in Clark Court properties.

Property means a residential premise managed by Clark Court.

Tenant means a person who has signed a residential tenancy agreement granting them the right to occupy a Clark Court property.

Our commitment

Connect will operate the application and allocation processes for Clark Court in a fair, consistent and transparent manner.

Older women experiencing insecure housing or at risk of homelessness (10 units), and older people with a connection to the Victoria Park area (5 units), on low incomes are our target demographic and we will endeavour to match applicants that meet eligibility criteria with properties that are compatible to their needs.

Eligibility

People willing to apply for Clark Court's units must meet the following criteria:

- Be 60 years of age or over
- Have assessable income and assets within the limits outlined as **Band A** under government policy (Community Housing Income and Asset Limits)

- Provide 100 points of identification
- Be an Australian citizen or permanent resident, residing and receiving income in Western Australia
- Not own any property or land that could be used as a viable housing option
- Not owe any debt to Connect, Clark Court or any previous tenant debt for which repayment has not been arranged
- Not be a former tenant with a history of violence, threatening behaviour or unsatisfactory tenancy standards

All eligible applicants will be placed on Connect's wait list.

Connect complies with the Department of Communities' Community Housing Rent Setting Policy, the Community Housing Income and Asset Limits Policy and the *Residential Tenancies Act 1987 (WA)*.

New tenants are required to provide information on their income and assets prior to signing a lease so that Connect can ascertain their eligibility for Clark Court. Current tenants are required to provide information on their income and assets on a regular basis to ensure they remain eligible throughout their tenancy.

Band A Income and Assets Eligibility Limits

To be eligible for Band A at Connect, applicants and tenants must not own or be part-owner of property or land that constitutes a viable housing option.

Tenants cash assets cannot exceed limits as listed in the Community Housing Income and Asset Limits Policy (CHIAL), set out by the Department of Communities. This is updated from time to time by the Department.

Definition of a cash asset:

▪ Deposit in a bank, credit union, building society, savings/cheque account, cash, term deposit, shares;

▪ Managed investments such as loans, debentures, friendly society and insurance bonds, unlisted equity and property trusts.

Assets excluded from assessment:

▪ Car,

▪ Antique furniture,

▪ Stamp collection,

▪ Life insurance policies

Superannuation and annuities that are not assessable are not assessed, but any annual income, return and/or dividend received is included in the income assessment process. Where a lump sum superannuation payment is taken, it will be treated as a cash asset and any income derived will be assessed for eligibility and rent assessment purposes.

To be eligible for Band A at Connect, applicants and tenants' income must be derived solely from Australian government benefits OR be lower than the limits set out in the current CHIAL.

Rent will not exceed 74.99% of current market rate figures.

Inaugural Tenant Assessment and Allocation

The initial sourcing of tenants for the property will see a hybrid approach in allocating from our existing waitlist, and sourcing from crisis and transitional providers within the community. A five-step process (see appendix) will be followed to ensure that we have sufficient suitable referrals for the units in the 8 weeks leading up to expected practical completion and key handover. The target goal for allocations is 50% from Connect's active waitlist, and 50% from local community service referrals.

Assessment and Allocation

Connect maintains its own wait list of people interested in renting one of its Community Housing properties, including the properties located at Clark Court.

Connect also receives referrals from other organisations supporting people over 60 looking for affordable and long-term accommodation.

To enter Connects wait list, interested people must contact the Housing Officer, who will verbally check eligibility and provide an application pack to be completed for a full assessment.

Applicants may be required to provide further information to ensure that Connect and their properties are a good match and suitable for the applicant.

When a vacancy arises within the Clark Court's units, Connect will review the wait list and take into consideration applicants:

- Length of time on Connect wait list
- Current accommodation circumstances and level of rental stress
- Connection to the Victoria Park community
- Household size in relation to available housing units
- Mobility in relation to availability of units upstairs or downstairs

When allocating housing at Clark Court, Connect will not discriminate based on ethnicity, cultural background, religion, sexuality, gender identity or disability, except where our contractual quota of older women at risk of homelessness needs to be met.

Connect will make allocations for Clark Court according to greatest need, and best fit for the property available, following an applicants' eligibility assessment and reference checks.

Connect will offer applicants the opportunity to view the property in the company of Connect staff before they accept the offer.

Connect will advise applicants of the outcome of allocation decisions in a timely manner, where required.

Clark Court tenants will enjoy security of tenure in a manner that ensures long-term sustainability and in accordance with the provisions of the *Residential Tenancies Act (RTA) 1987*.

Offers

Before offering a unit to an applicant, Connect will confirm that the applicant continues to:

- meet eligibility criteria, including income and asset limits
- offer good references and a reasonable tenancy history
- to be able to relocate to the available unit within a time frame outlined by the Connect team

Connect will make a formal offer to successful applicants and include details of rent and bond requirements, as well as a timeframe for acceptance.

Applicants must respond to an offer of housing within the required timeframe, or it will be withdrawn and offered to the next suitable applicant.

Offers of housing may be withdrawn if the applicant provides false or misleading information or fails to respond within the timeframe allocated.

Connect also reserves the right to withdraw or alter an offer for business reasons.

Successfully selected applicants will be offered a Tenancy Agreement for a 12-month fixed-term, covered by the tenancy protections under the RTA. Connect, on behalf of Clark Court, may offer a periodic tenancy following a fixed-term tenancy.

Successfully selected applicants must attend an appointment at Connect's office to sign the Residential Tenancy Agreement.

Connect will then provide information on the tenants' rights and responsibilities, Village Hub membership, Connect's housing policies and complete other paperwork relating to the tenancy.

A bond equivalent to 4 weeks' rent and 2 weeks' rent in advance must be paid in full, either in advance or on the day of the lease signing. Connect will not hand keys over until those payments are received. If the tenant is accessing a bond assistance loan through the Department of Housing, approval documentation must be received and fully completed before a date is set for key handover.

Transfer within Clark Court properties

Connect will maintain a register of interest from existing tenants seeking to transfer within Connect and Clark Court properties. Transfers from Connect to Clark Court will not be considered, unless the circumstances for accessibility have drastically changed, as Connect tenants are sufficiently housed. Transfers from Clark Court to Connect properties will be considered on a needs basis.

Connect retains the right to offer a transfer to existing tenants where the organisation considers it would be beneficial to the tenant, or its property and tenancy management.

As vacancies arise, the Housing Officer will assess whether a vacant unit could be made available to an existing Clark Court tenant or if there is greater need from an applicant on the wait list.

If more than one existing tenant is seeking to transfer within Clark Court, Connect will prioritise those with medically assessed accessibility reasons, e.g. first floor to ground floor.

Tenants who request and obtain a transfer within Clark Court properties will meet their own costs of transfer. The transfer must be cost-neutral for Connect and Clark Court.

Tenants who transfer within Connect or Clark Court properties at the request of Connect will not incur any costs.

Any tenants transferring to a new unit within Connect or Clark Court will have the terms of their lease reassessed and updated to current guidelines, always in accordance with the provisions of the *Residential Tenancies Act (WA) 1987*.

Appendix