



Connect Victoria Park

Housing

Eligibility and Allocation Policy

CVP Policies	Eligibility and Allocation	Effective date:	23/02/2022
Approved By	Board of management	Review date:	Feb 2024
Warning	This process is uncontrolled after printing		

Purpose

This policy details the eligibility criteria for community housing at Connect Victoria Park Inc, along with how CVP Inc allocates its properties, including transfers between units by existing tenants. It outlines how CVP Inc's meets its contractual and legal requirements.

Scope

This policy applies to all applicants for Community Housing at Connect Victoria Park Inc and its 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 CVP Inc, Community Housing is different to Public Housing, which is managed by government.

Applicant means a person applying for accommodation in CVP Inc properties.

Property means a residential premise managed by CVP Inc.

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

Our commitment

CVP Inc will operate application and allocation processes in a fair, consistent and transparent manner.

We will prioritise older people on low incomes and will also match applicants that meet eligibility criteria with properties that are compatible to their needs. We will strive to maintain a sustainable tenant mix.

Eligibility

People willing to apply for CVP Inc's Community Housing units must meet the following criteria:

- Be 60 years of age or over
- Have assessable income and assets within the limits described in CVP Inc's Rent Setting Policy

- 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 CVP Inc 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 CVP Inc's wait list.

CVP Inc complies with the Department of Communities' Community Housing Rent Setting Policy and the *Residential Tenancies Act 1987 (WA)*.

Assessment and Allocation

CVP Inc keeps its own wait list of people interested in renting one of its Community Housing properties.

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

To enter CVP Inc's wait list, interested people must contact the Housing Officer, who will check eligibility and provide an application form to be completed.

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

When a vacancy arises within the Community Housing units, CVP Inc will review the wait list and take into consideration applicants':

- Length of time on CVP Inc 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
- Family or friends housed at CVP Inc at the time of application

When allocating housing, CVP Inc will not discriminate on the basis of ethnicity, cultural background, religion, sexuality, gender identity or disability.

CVP Inc will strive to make allocations fairly, according to need and following applicants' eligibility, assessment and reference checks.

CVP Inc will prioritise applications from couples when units with a separate bedroom become available.

CVP Inc will offer applicants the opportunity to view the property in the company of CVP Inc staff.

CVP Inc will advise applicants of the outcome of allocation decisions in a timely manner.

CVP Inc 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, CVP Inc will confirm that the applicant continues to:

- meet general eligibility criteria, including income and asset limits
- offer good references and a reasonable tenancy history
- to be able to relocate to the available unit (upstairs or downstairs)

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

Applicants must respond to an offer of housing within the required timeframe.

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

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

Successfully selected applicants will be offered a Tenancy Agreement for a fixed-term, covered by the tenancy protections under the RTA. CVP Inc may offer a periodic tenancy following a fixed-term tenancy.

Successfully selected applicants must attend an appointment at CVP to sign the Residential Tenancy Agreement for a fixed lease term.

CVP Inc will then outline tenants' rights and responsibilities, Village Hub membership, CVP Inc'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. CVP Inc will not hand keys over until those payments are received.

Transfer within CVP Inc properties

CVP Inc will maintain a register of interest from existing tenants seeking to transfer within CVP Inc properties.

CVP Inc 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 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 properties, CVP Inc will prioritise those with medical reasons, e.g. first floor to ground floor.

Other considerations include:

- length of time in CVP Inc properties;
- the tenant's reasons for seeking transfer.

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

Tenants who transfer within CVP Inc properties at the request of CVP Inc will not incur any costs.

Tenants transferring to a new unit within CVP Inc will have the terms of their lease reassessed and updated to current guidelines, always in accordance with the provisions of the *Residential Tenancies Act (RTA) 1987*.