

Application for CHC Affordable Housing



affordable housing

CHC is a not for profit company with the mission to improve access to affordable housing for people on low or moderate incomes.

This sheet summarises the eligibility criteria used in assessing applicants for affordable housing with CHC. Eligibility does not guarantee that an offer of housing will be made. Those eligible will be prioritised according to the Company's eligibility selection and allocation policy. The criteria aim to establish fair and non-discriminatory access to housing. CHC's offers properties for rent based on 74.9% of market rent.

ELIGIBILITY CRITERIA

In order to be considered for housing with CHC ALL the criteria listed below MUST BE met.

1. Income Types

Your gross annual household income must fall within the following types (see table below). NOTE: Housing is generally considered affordable if the rent payable is **no more than 30%** of gross household income.

Household Composition	Entry Range	Upper limit
Single, no children	\$29,172.00	\$41,514.00
Single and one (1) Child	\$36,452.00	\$57,432.00
Couple, no Children	\$36,452.00	\$57,391.00
Couple and one (1) Child	\$36,452.00	\$71,159.00
Single and two (2) Children	\$41,340.00	\$71,200.00
Three adults	\$41,340.00	\$73,268.00
Couple and two (2) Children	\$41,340.00	\$84,927.00
Single and three (3) Children	\$46,228.00	\$84,968.00
Couple and three (3) Children	\$46,228.00	\$98,695.00
Single and four (4) Children	\$51,116.00	\$98,695.00

2. Housing Allocation

CHC allocated properties based on the following guidelines:

Allocation	Bedroom allocation			
	1 BR	2 BR	3 BR	4 BR
Single, no children	1			
Single and one (1) Child		2		
Couple, no Children	1	2		
Couple and one (1) Child		2	3	
Single and two (2) Children		2	3	
Couple and two (2) Children			3	
Single and three (3) Children			3	4
Couple and three (3) Children			3	4
Single and four (4) Children			3	4

(Please note when you submit your application form you are not required to submit this page).

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3. Residency

You must be a Citizen or Permanent Resident of Australia.

4. Home ownership

You must not own a residence.

If you meet the criteria then you are eligible to make an application for affordable housing. All applicants over the age of eighteen (18) must complete an application form.

You must attach the following documents for each applicant when submitting your Application form:

- Proof of income (minimum of 6 weeks) - This needs to be in the form of a payslip, income statement or letter from employer. If you are self employed, declarations from your accountant, your taxation or BAS records, personal or company assets or other records will be required.
- Proof of identification

Rental reference: If your rental reference is less than 12 months old then you must supply another rental reference.

Incomplete applications will not be processed

Assessment of applications

Applicants who meet the essential eligibility criteria will be prioritized according to factors including:

- Housing need;
- Previous tenancy history;
- Appropriateness of available accommodation to your needs; and
- Local connection

Where applicants have similar housing circumstances the following will be taken into account to determine final selection:

- The degree to which eligibility factors are met
- Ensuring an appropriate mix of people

General

CHC offers tenancy agreements for 1-year terms. Market rents are assessed annually. All residential tenancy agreements are subject to the ACT Residential Tenancies Act.

Permission for a pet must be obtained from CHC at the time of tenancy, and may be subject to body corporate approval.

A bond equivalent to four weeks' rent and the first two weeks' rent in advance must be paid at the time of signing the tenancy agreement.

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Please note to be eligible for a CHC rental property you must agree with the following eligibility criteria.

Eligibility with CHC Affordable Housing	Please complete
1. I/we have a Gross Annual Household Income in the required income range for the property, as stipulated in the property advertisement	Yes <input type="checkbox"/>
2. I/we have met CHC's property allocation guidelines for property size entitlement(s)	Yes <input type="checkbox"/>
3. I/we are an Australian Citizen or Permanent Australian Resident	Yes <input type="checkbox"/>
4. I/we do not own a residence	Yes <input type="checkbox"/>

If you have checked all the boxes please proceed with your application. If you have not checked all boxes you are ineligible for a rental property with CHC.

Details of Property and Tenancy type	Please complete
Property you are applying for	
If joint tenancy, relationship to other applicant	
If applicable, please list the primary tenant	

Applicant 1

Applicant 2

Personal details	Please complete	Please complete
Title	Mr / Mrs / Ms / Miss / Dr	Mr / Mrs / Ms / Miss / Dr
Family name		
Given name(s)		
Date of birth	/ / Male / Female	/ / Male / Female
Marital Status		
Are you of Aboriginal or Torres Strait Islander origin?	Yes / No	Yes / No
Current address		
Work phone		
Mobile Phone		
Home phone		
E-mail		
Country of birth		
Language spoken at home, if not English		
Driver's License	Number:	Number:
Car registration	Number:	Number:
Do you have a disability? (Yes/No) If yes, please specify		

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	Applicant 1	Applicant 2
Emergency contact	Please complete	Please complete
Name		
Relationship		
Contact information		
Rental reference		
Current housing status	Private rent / Other: _____	Private rent / Other: _____
Contact person/agency		
Contact number		
Rental property address		
Rent paid per fortnight	\$ _____	\$ _____
Term of tenancy	Start ___/___/___ End ___/___/___	Start ___/___/___ End ___/___/___
Reason for vacating		
Income information		
1. Wages		
Employer/Company		
Suburb of workplace		
Position		
Date employed		
Supervisor's name		
Contact number		
Gross income	\$ _____ per fortnight	\$ _____ per fortnight
2. Self employed		
Name of business		
ABN		
Accountant's name		
Contact number		
Gross income	\$ _____ per fortnight	\$ _____ per fortnight
3. Other income		
Type		
Gross income	\$ _____ per fortnight	\$ _____ per fortnight

What is your **TOTAL gross household income per fortnight?** _____

What is the value of total assets owned by you, or your company? _____

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Dependent(s) - If applicable, please list the dependent(s) that will reside at the property				
	Name	Date of birth	Relationship	M/F
1		/ /		
2		/ /		
3		/ /		
4		/ /		

Pet information - If applicable, please list the pet(s) that plan to reside at the property				
	Type	Breed	Age of pet	Weight of pet
1				kg
2				kg

Additional information	Please complete
Are you currently paying 30% or more of your gross income in rent?	Yes / No (Please circle one)
Do you have any special needs which disadvantage you in the private rental market? If yes, please explain.	
Do you have any reason to live in the suburb of the property which you are applying for? For example: working, support, etc.	
Please give any additional information that may help CHC evaluate your application	

Please describe your current housing status

- (Please specify) Homeless Safety at risk in current housing Rent too expensive
 Health condition aggravated by current housing Current housing is inappropriate to needs

Where did you hear about CHC

- (Please specify) CHC website Allhomes Canberra Times newspaper
 Word of mouth Other: _____ please specify

Applicants declaration

I/we, declare that the above information, to the best of my/our knowledge, is true and correct and I/we have not given any false or misleading information. I/we am/are not an undischarged bankrupt. I/we authorise CHC to contact the referees whose contact information I/we have provided.

Print name: _____ Signature: _____ Date: _____

Print name: _____ Signature: _____ Date: _____

Witness: _____ Date: _____

Thank you for taking the time to complete this application form.