



## Application for Housing

Your application will be assessed on the basis of the information you provide on this application form, so before you fill in this form, please read it carefully.


You must provide certain documents with your application – Please see ‘Documents you must provide’ on next page.

Photocopies are acceptable.

### Checklist

Please ensure the following documents/information is attached when you lodge your application for housing. If you do not include **ALL** of the required information there may be delays in processing your application.

You **MUST** provide the following with your application for it to be assessed:

- [ ] Proof of Identity
- [ ] Proof of income for **ALL** household members
- [ ] Proof of Housing NSW status – see page 7
- [ ]  Requested supporting documentation

### Our Service Commitment to You

1. We will give you our initial assessment within 28 days
2. If you are dissatisfied with our service you have the right to make a complaint
3. If you disagree with a decision we make you have the right to appeal that decision

### Contacting Wentworth Community Housing



Wentworth Community Housing  
PO Box 4303  
Penrith Westfield NSW 2750



You may also lodge your application in person at: Borec House Westfield Penrith, Suite 1002, Level 1, 29-57 Station St, Penrith



Fax: 02 4721 5336



If you need any help filling out this application please contact us on: 02 4731 5851



Email: [admin@wentworth.org.au](mailto:admin@wentworth.org.au)



[www.wentworth.org.au](http://www.wentworth.org.au)

## Documents you MUST provide.

### 1. Proof of Identity

Provide any TWO from the list below for each person 18 years or over listed on your application:

- a) Birth certificate
- b) Marriage certificate
- c) Current passport
- d) Medicare card
- e) Department of Corrective Services Release Card
- f) Driver's licence
- g) Proof of Age card

### 2. Proof of Income

Provide ANY from this list which applies to each person 18 years or over listed on your application:

- a) If in receipt of a Centrelink income – a current income statement from Centrelink stating type of benefit and amounts received (or signed Centrelink Income Consent form).
- b) If a wage or salary earner (full time, part time, casual earnings) – letter from employer or copy of current payslips.
- c) If self employed – a Profit and Loss statement

## Documents you need provide.

### 3. Other Supporting Documentation

Supporting documentation is important to help us accurately assess your application:

- a) NSW Department of Housing Medical Assessment Form or doctors/specialists reports – If you answered 'yes' to any questions relating to general health and medical conditions for anyone listed on the application at Section 5.
- b) Letters or reports from support workers, occupational therapists, health care providers
- c) Aboriginal Housing Office Declaration Form – If you answered 'yes' to question 1.9 and/or 2.1 relating to you or anyone listed on the application.
- d) Letters or reports from Child Support Agency, the Department of Community Services, Police, Justice System official, papers related to court matters (e.g. Apprehended Violence Order) – these also help support requests for additional or special housing requirements.
- e) Proof of current rent paid – i.e. rent receipts/lease
- f) If you are living in crisis accommodation or with family/friends who cannot provide long term accommodation – a signed letter or statutory declaration outlining why you cannot stay with them.
- g) Copies of Termination Notice, Consumer Traders and Tenancy Tribunal Orders, Sheriff's Office Warrant, etc – if you have indicated that action is/has been taken against your current/previous tenancy or you are/have been evicted.
- h) Any other information that you believe may assist your application for housing with WCH.

### Office Use Only

Date Received

Signed by Wentworth Officer



Office Use Only
Date Received

## Application for Housing



**Please ensure that every question is answered clearly and to attach as much supporting documentation as possible to assist us in assessing your application accurately.  
(ALL INFORMATION RECEIVED IS STRICTLY CONFIDENTIAL)**

### 1. Main Applicant Details

1.1 Title: (please tick)  Mr  Mrs  Ms  Miss  Other: \_\_\_\_\_

1.2 First Name/s: \_\_\_\_\_

1.3 Surname: \_\_\_\_\_

1.4 Address: \_\_\_\_\_

Should you change your address at anytime – you need to inform us immediately.

\_\_\_\_\_ P/code: \_\_\_\_\_

Postal Address: \_\_\_\_\_

(if different from above address) \_\_\_\_\_

\_\_\_\_\_ P/code: \_\_\_\_\_

1.5 Email: \_\_\_\_\_

1.6 Telephone: Home: \_\_\_\_\_ Mobile: \_\_\_\_\_ Work: \_\_\_\_\_

1.7 Date of Birth: \_\_\_\_\_ / \_\_\_\_\_ / \_\_\_\_\_ 1.8 Gender:  Male  Female

1.9 Are you from Aboriginal or Torres Straight Islander Background?  Yes  No

**If you answered yes, please provide an Aboriginal Housing Office Declaration Form**

1.10 Country of Birth: \_\_\_\_\_ 1.11 Cultural Identity \_\_\_\_\_

1.12 Do you require an interpreter for:  Yes  No If yes, which language? \_\_\_\_\_

1.13 Housing NSW 'T'number: \_\_\_\_\_ Date of Application: \_\_\_\_\_



**In order to be eligible for the Wentworth Community Housing waitlist you need to be registered with the Housing NSW. It is important to provide your 'T'number and to have an officer from the Housing NSW complete page 9 of this application as we cannot process your application without it.**

1.14 Are you currently living in Public Housing?  Yes  No

**Please note, if you are currently a tenant of the Housing NSW you are not eligible to be placed on the waiting list for housing with Wentworth Community Housing.**

1.15 Have you been a tenant of Housing NSW before?  Yes  No

If yes, do you have a debt with the Department?  Yes  No

How much is this debt? \$ \_\_\_\_\_

1.16 Have you been a tenant of Wentworth Community Housing before?  Yes  No

If yes, approximately when? \_\_\_\_\_

Address of Property: \_\_\_\_\_

If yes, do you have a debt with Wentworth Community Housing?  Yes  No

How much is this debt? \$ \_\_\_\_\_



### 3. Other People who will be housed with you

3.1 Please list **all** other members of your household. Include all people (including children) who will live with you, even if they do not live with you at the present.

Full Name	Sex M/F	Date of Birth	Country of Birth	Relationship to you	Aboriginal or Torres Strait Islander?

3.2 Of the people listed above, please list any that are currently **not** living with you and why.

Full Name	Reason not currently living with you

3.3 Is anyone in your household expecting a baby?  Yes  No


If Yes, Name:  Due Date:

### 4. Financial Information

#### 4.1 HOUSEHOLD INCOME

Please list all the members of your household who have an income, including yourself. (Where income varies from week to week (e.g. casual wages or self-employed) divide your total gross income for the last year by 26.)

Name	Type of Income	Centrelink Reference No. (CRN)	Gross Fortnightly Amount
			\$
			\$
			\$
			\$
			\$
			\$
			\$
			\$
Total Gross Household Income per Fortnight			\$

 Please provide documented information on your household's gross income (this is the income before tax) or a signed Centrelink Income Consent form (Form B). (see 'Documents You Must Provide')

#### 4.2 ASSETS

Do you own (or have an interest in) residential property?  Yes  No

Do you have assets that give you income?  Yes  No

If yes, please give brief details: \_\_\_\_\_

**Please attach supporting documentation**

## 4. Financial Information (continued)

### 4.3 DEBTS

Please include in this section the total debts of the household.

Name	Amount Owing	Who I Owe	Repayments per F/N
	\$		\$
	\$		\$
	\$		\$
	\$		\$
	\$		\$
	\$		\$

**Please attach documented evidence of all debts/repayments.**

## 5. Health/Disability

5.1 Does anyone in your household have a disability or serious health problem?  Yes  No

Name	Medical Condition or Disability	How long have you been receiving treatment

**Please provide specialist medical report or a Housing NSW Medical or Wentworth Housing Medical/Health Assessment Form**

5.2 Please explain how this affects your housing needs.


5.3 Are you and all members of your household able to manage stairs?  Yes  No

If yes, how many?  1-2  3-5  6-10  11 or more

**If 'NO' please provide supporting evidence.**

**Please provide letter of support**

If you answer 'YES' to questions 5.4 - 5.8

**Please provide supporting documentation.**

5.4 Do you have any ongoing costs associated with a medical condition or disability?  Yes  No

5.5 Does anyone in your household have mobility issues?  Yes  No

5.6 Do you require: Modification (such as handrails)?  Yes  No

5.7 Wheelchair access?  Yes  No

5.8 Do you have a support agency currently working with you?  Yes  No

If yes, who?

**Please provide letter of support**

5.9 Can you live independently without support?  Yes  No

## 6. Your Housing Needs



**Wentworth Community Housing has limited housing stock and while we will attempt to meet your locational request, refusal to accept a property, without a valid reason, within Wentworth's catchment area may result in being taken off the waiting list.**

6.1 Which area/s would you be willing to live in, if you had a choice?

(✓) Tick as many allocation areas as you like or simply select NO PREFERENCE if you are interested in any area.

It is **NOT** possible to select a particular suburb as you will need to be willing to live in any suburb in the allocation area that you have selected.

### Allocation Area

### (✓) Suburbs included within the Allocation Area

Penrith (1)

Incl. Penrith, Emu Plains, Cranebrook, Kingswood, Cambridge Park, Glenmore Park

St Marys (2)

Incl. St Marys, Werrington, Colyton, Oxley Park, Claremont Meadows, St Clair

Upper Mountains (3)

Incl. Wentworth Falls through to Mt Victoria

Mid Mountains (4)

Incl. Faulconbridge through to Bullaburra

Lower Mountains (5)

Incl. Lapstone through to Springwood

Richmond (6)

Incl. Richmond, Nth Richmond, Grose Vale, Bowen Mountain

Windsor (7)

Incl. Windsor, Bligh Park, McGraths Hill, Pitt Town

Riverstone (8)

Incl. Riverstone

Mt Drutt (9)

Incl. Mt Drutt, Shalvey, Dharruk,

No Preference

All suburbs offered

6.2 Are there any suburbs in the above areas that you are unable to live in?  Yes  No

If yes, which suburb(s) & why? \_\_\_\_\_

**Please provide supporting documentation. Please note that Wentworth may not accept this as a valid reason for your refusal to accept a property in this suburb/area.**

6.3 Are there any particular reasons you have chosen the above areas to live in?  Yes  No

Lived in the area for more than 5 years

Close to family/friends

Require frequent access to support services, e.g. hospital, school,

Require access to local employment and training opportunities

Other \_\_\_\_\_

6.6 Do you have a car?  Yes  No

6.7 Do you have any pets?  Yes  No What sort? \_\_\_\_\_

6.8 Would you accept housing that does not allow pets?  Yes  No

## 7. Other Information

7.1 Does anyone on your application have a close relationship with a member of our Board of Directors or a member of staff?  Yes  No

If yes, please state the person's name and the relationship: \_\_\_\_\_

**Please note: This will not affect your chances of being housed by WCH, however it is important that you tell us.**

## 7. Other Information (continued)

7.2 Please provide details of your next of kin or someone that we could contact in an emergency.

Name:	<input type="text"/>	Relationship:	<input type="text"/>
Address:	<input type="text"/>		
		P/code:	<input type="text"/>
Telephone:	Home: <input type="text"/>	Mobile: <input type="text"/>	Work: <input type="text"/>
Email:	<input type="text"/>		

7.3 We would like to know how applicants for housing found out about our organisation. This helps us to make sure that we are accessible to our local communities. How did you find out about Wentworth Community Housing?

<input type="checkbox"/> From a Community Housing tenant	<input type="checkbox"/> From an applicant waiting to be housed
<input type="checkbox"/> From Housing NSW	<input type="checkbox"/> From another service. Which one? <input type="text"/>
<input type="checkbox"/> Other (please describe):	<input type="text"/>

## 8. Privacy Notice and Declaration

### Your Privacy

This is a notice under the Privacy and Personal Information Protection Act 1998 (PPIP Act) and the *Health Records and Information Privacy Act 2002* (HRIP Act), which govern the collection, security, use and disclosure of personal information and health information respectively.

Wentworth Community Housing Limited (WCH) collects personal information (including health information) in order to provide services to you. The supply of the information by you is voluntary. If you cannot or do not wish to provide the information, WCH may be unable to process your application. The intended recipients of your information include those involved in the administration of your housing application or tenancy or any others who may have an interest in considering your application or tenancy including, where relevant, the Aboriginal Housing Office, the Office of Community Housing or another community housing organisation, or Housing Appeals Committee and survey companies for the purpose of determining client satisfaction and related long term service enhancement. In the case of unpaid debts, your information may be passed onto a third party to assist in debt recovery. WCH may disclose information to other government agencies or statutory bodies for purposes including child protection, health reasons, law enforcement and investigation, where authorised to do so under the PPIP Act, HRIP Act, or by another Act or law.

You have the right of access to, and correction of, your personal information held by WCH to ensure it is accurate and not misleading. If you have any questions about your privacy and personal information, please contact the WCH office.

### Declaration

When assessing your application we may need to talk to your housing support worker, social worker, carer, health professional or Housing NSW. By signing below, you give WCH permission to contact any of the above people, as long as it is relevant to your application.

I declare that the information provided is true and correct, to the best of my knowledge.

I understand that if I knowingly provide false information I will not be eligible for housing with WCH.

I will inform WCH of any changes in my circumstances.

Name	Signature	Date
<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>

## 9. Other Information

Please ensure that the following documents/information is attached when you lodge your application for housing. If you do not include all of the required information there may be delays processing your application.

Have you provided proof of income for <b>all</b> household members? .....	<input type="checkbox"/> Yes	<input type="checkbox"/> No
Has page 7 been completed, signed and stamped by a Housing NSW Officer? .....	<input type="checkbox"/> Yes	<input type="checkbox"/> No
Have you included Proof of Identity? .....	<input type="checkbox"/> Yes	<input type="checkbox"/> No
Have you included Medical Assessment Form or doctors/specialists reports? .....	<input type="checkbox"/> N/A	<input type="checkbox"/> Yes <input type="checkbox"/> No
Have you included Aboriginal Housing Office Declaration Form? .....	<input type="checkbox"/> N/A	<input type="checkbox"/> Yes <input type="checkbox"/> No
Have you included all other requested support documents? .....	<input type="checkbox"/> N/A	<input type="checkbox"/> Yes <input type="checkbox"/> No

Once Wentworth receives your completed application, you should receive a letter from us within 4 weeks to confirm whether or not you have been accepted onto the waiting list.



# WENTWORTH COMMUNITY HOUSING

## Confirmation of Eligibility and Housing NSW Status

Client Name:  D.O.B:

Current Address:

I give permission for the Housing NSW to provide Wentworth Community Housing the information requested on this form to confirm my eligibility for housing with their organisation. I authorise Housing NSW to provide, confirm or clarify personal information about me, as long as the information is relevant to my application with Wentworth Community Housing.

Name:  Signature:  Date:



Your status needs to be ACTIVE or LIVE to be eligible for housing with Wentworth Community Housing. If your application is CLOSED or SUSPENDED you will need to follow this up with your local Housing NSW office. If you are a current tenant of Housing NSW you are not eligible with WCH.

The section below is to be completed by a Housing NSW officer only

The client's T file number is:

The client's ARN is:

The date of client's application is:

Status:  ACTIVE  LIVE  APPLICATION NOT PROCESSED  
 SUSPENDED  CLOSED  NOT ELIGIBLE  
 CURRENT TENANT of HOUSING NSW

The client is currently listed on:  Wait turn list  Priority list

Housing NSW Stamp:

Date

Signed by Housing NSW Officer