



Housing Options Assessment

Purpose

The information you provide as a part of the Housing Options Assessment will enable the Housing Authority (operating within Department of Communities) to understand your housing needs and determine your potential eligibility for various housing options.

Once your housing options are generated you can choose which options you would like to apply for. For further information go to **housing.wa.gov.au** or visit your closest Housing office.

Additional Householders

- Where more than two adults (18 years and over) form part of your household, you need to provide the **Additional Householder – Adult** form for each additional adult.
- Where more than three children (under the age of 18) without an income form part of your household, you need to provide the **Additional Householder – Child** form for each additional child.
- Where a child (under the age of 18) receiving an income forms part of your household, **do not** add them to this form. Please complete the **Additional Householder – Child** form and include their estimated fortnightly income.

Submitting your assessment

- Ensure that you have answered all questions.
- Ensure that the main applicant provides a document which can be used to confirm their identity.
- You **do not** need to provide evidence to receive housing advice.
- Should you wish to apply for housing assistance, evidence of your current circumstances is required.

Further information

- Where required an interpreter can be arranged to attend a Housing office or accessed over the phone via WA Interpreters. For further information on this service go to **wainterpreters.com.au**
- If you have a hearing or speech impairment you can contact us through the National Relay Service. For further information on this service go to **relayservice.gov.au**

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Received and checked by: _____	
Date: _____	
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▶ If you require crisis or emergency assistance, please contact Entrypoint Perth on 1800 124 684 or their website **entrypointperth.com.au**

Main Applicant

The main applicant is the primary person the Housing Authority will engage with regarding this assessment.

Person Details

1. What is your name?

Mr Mrs Miss Ms Other

Surname

First Name

Second Name

2. Have you been known to the Housing Authority by another name?

Yes No

Surname

First Name

Second Name

3. What is your gender?

Male Female

X (indeterminate, intersex or unspecified)

4. What is your date of birth?

D	D	M	M	Y	Y	Y	Y
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5. Are you of Aboriginal or Torres Strait Islander origin?

Aboriginal Torres Strait Islander

Both No Not Disclosed

6. What is your current residency status?

Australian Citizen Permanent Resident

Sponsored Migrant Refugee

Asylum Seeker Temporary Visa

New Zealand Citizen

Communication Requirements

7. Do you speak a language other than English and require an interpreter when engaging with the Housing Authority?

Yes No

What language?

8. What is your Centrelink Reference number (CRN)?

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9. Are you under the care of an advocacy service and require assistance when engaging with the Housing Authority?

Yes No

Type of Assistance?

Public Trustee

Public Guardian

Power of Attorney/Proxy

Contact Details

10. What is your residential address?

Street number

Street Name

Suburb/Town

State

Postcode

11. Is your postal address different from your residential address?

Yes No

Street number or Post office box number

Street Name

Suburb/Town

State

Postcode

12. What is your phone number?

Phone 1

Phone 2

13. What is your email?

If you provide an email address or mobile phone number, you will receive electronic communication including important text messages or emails from us. You can update your preferences at any time by contacting your closest Housing Office.

Main Applicant Alternative Contacts

14. Please provide the details of someone else we can contact if we can't get in contact with you.

First Name

Surname

Phone

Email

Medical and Disability Information

15. Do you have a permanent medical condition or disability which impacts your housing needs?

Yes No

What is the nature of your medical condition or disability?

- Physical
- Lower limbs
 - Upper limbs
 - Spinal
 - Multiple
- Neurological
- Psychiatric
- Cognitive
- Sensory
- Hearing impaired
 - Sight impaired
- Intellectual
- High functioning
 - Low functioning

16. Do you have a hearing impairment and require an interpreter when engaging with the Housing Authority?

Yes No

17. Do you have a speech impairment and require an interpreter when engaging with the Housing Authority?

Yes No

18. Are support services required to live independently?

Yes No

What level of daily support do you need to live independently?

- Low – up to 12 hours
- Standard – 12-24 hours
- Active – 24 hour care

Income Details

Provide your income details below.

19. Do you receive wages or a salary (including overtime)?

Yes No

What is the fortnightly gross amount (before tax)?

\$

20. Do you receive payments from Centrelink?

Yes No

Refer to Question 8 to record your Centrelink Reference Number.

As a Centrelink customer you can have your payments and assets verified electronically by participating in the Income Confirmation Scheme (ICS). For further information, please request an ICS Consent Form.

List each payment type and the fortnightly gross amount (before tax) you receive from Centrelink.

1 Payment Type

Fortnightly gross amount (before tax)

\$

2 Payment Type

Fortnightly gross amount (before tax)

\$

3 Payment Type

Fortnightly gross amount (before tax)

\$

21. Do you receive payments from the Department of Veterans' Affairs?

Yes No

What is your Department of Veterans' Affairs file number?

List each payment type and the fortnightly gross amount (before tax) you receive from the Department of Veterans' Affairs.

1 Payment Type

Fortnightly gross amount (before tax)

\$

2 Payment Type

Fortnightly gross amount (before tax)

\$

22. Do you receive income from any other source?
(Other income includes income such as child maintenance, superannuation and investments).

Yes No

List each **Other** income type and the fortnightly gross amount (before tax) you receive.

1 Income Type

Fortnightly gross amount (before tax)

\$

2 Income Type

Fortnightly gross amount (before tax)

\$

Asset Information

23. What is the total amount of all your cash assets?
(Cash assets are financial investments and any income derived from them. This can include deposits in bank accounts and managed investments).

\$

24. Do you own or jointly own any real estate or land?

Yes No

Why are you unable to live in the property?

- Family Violence
- Pending Property Settlement
- Vacant land
- Health reasons
- Unsuitable to live in
- Other

Additional Householders

Complete this section for all additional people who will be living with you as part of your household. If you are a sole applicant proceed to **Current Circumstances (Q68)**.

Additional Householder – Adult

Person Details

25. What is this person's name?

Mr Mrs Miss Ms Other

Surname

First Name

Second Name

26. Has this person been known to the Housing Authority by another name?

Yes No

Surname

First Name

Second Name

27. What is this person's relationship to you?

28. If you apply for housing assistance will this person be a joint applicant?

Yes No

29. What is this person's gender?

- Male Female
- X (indeterminate, intersex or unspecified)

30. What is this person's date of birth?

31. Is this person of Aboriginal or Torres Strait Islander origin?

- Aboriginal Torres Strait Islander
- Both No Not Disclosed

32. What is this person's current residency status?

- Australian Citizen Permanent Resident
- Sponsored Migrant Refugee
- Asylum Seeker Temporary Visa
- New Zealand Citizen

33. What is this persons Centrelink Reference Number (CRN)?

- - -

Contact Details

34. Is this person's residential address the same as the main applicant?

Yes No

Street number

Street Name

Suburb/Town

State

Postcode

35. What is this person's phone number?

Phone 1

Phone 2

36. What is this person's email?

Medical and Disability Information

37. Does this person have a permanent medical condition or disability which impacts on their housing needs?

Yes No

What is the nature of this disability or medical condition?

- Physical
 - Lower limbs
 - Upper limbs
 - Spinal
 - Multiple
- Neurological
- Psychiatric
- Cognitive
- Sensory
 - Hearing impaired
 - Sight impaired

- Intellectual
 - High functioning
 - Low functioning

Income Details

38. Does this person receive wages or a salary (including overtime)?

Yes No

What is the fortnightly gross amount (before tax)?

\$

39. Does this person receive payments from Centrelink?

Yes No

Refer to Question 33 to record this persons Centrelink Reference Number.

As a Centrelink customer you can have your payments and assets verified electronically by participating in the Income Confirmation Scheme (ICS). For further information, please request an ICS Consent Form.

List each payment type and the fortnightly gross amount (before tax) this person receives from Centrelink.

1 Payment Type

Fortnightly gross amount (before tax)

\$

2 Payment Type

Fortnightly gross amount (before tax)

\$

3 Payment Type

Fortnightly gross amount (before tax)

\$

40. Does this person receive payments from the Department of Veterans' Affairs?

Yes No

What is this person's Department of Veterans' Affairs file number?

List each payment type and the fortnightly gross amount (before tax) this person receives from the Department of Veterans' Affairs.

1 Payment Type

Fortnightly gross amount (before tax)

\$

2 Payment Type

Fortnightly gross amount (before tax)

\$

41. Does this person receive income from any other source? *(Other income includes income such as child maintenance, superannuation and investments).*

Yes No

List each **Other** income type and the fortnightly gross amount (before tax) this person receives.

1 Income Type

Fortnightly gross amount (before tax)

\$

2 Income Type

Fortnightly gross amount (before tax)

\$

Asset Information

42. What is the total amount of this person's cash assets? *(Cash assets are financial investments and any income derived from them. This can include deposits in bank accounts and managed investments).*

\$

43. Does this person own or jointly own any real estate or land?

Yes No

Why is this person unable to live in the property?

- Family Violence
- Pending Property Settlement
- Vacant land
- Health reasons
- Unsuitable to live in
- Other

Additional Householder – Child

Child One

Person Details

44. What is this child's name?

Mr Miss Other

Surname

First Name

Second Name

45. What is this child's relationship to you?

46. What is this child's gender?

Male Female

X (indeterminate, intersex or unspecified)

47. What is this child's date of birth?

48. Is this child of Aboriginal or Torres Strait Islander origin?

Aboriginal Torres Strait Islander

Both No Not Disclosed

49. What is this child's Centrelink Reference Number? (CRN)

- - -

50. What is this child's residency status?

Australian Citizen Permanent Resident

Sponsored Migrant Refugee

Asylum Seeker Temporary Visa

New Zealand Citizen

Medical and Disability Information

51. Does this child have a permanent medical condition or disability which impacts on their housing needs?

Yes No

What is the nature of this disability or medical condition?

Physical

Lower limbs

Upper limbs

Spinal

Multiple

Neurological

Psychiatric

Cognitive

- Sensory
- Hearing impaired
 - Sight impaired
- Intellectual
- High functioning
 - Low functioning

Child Two

Person Details

52. What is this child's name?

Mr Miss Other

Surname

First Name

Second Name

53. What is this child's relationship to you?

54. What is this child's gender?

Male Female

X (indeterminate, intersex or unspecified)

55. What is this child's date of birth?

D	D	M	M	Y	Y	Y	Y
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56. Is this child of Aboriginal or Torres Strait Islander origin?

Aboriginal Torres Strait Islander

Both No Not Disclosed

57. What is this child's Centrelink Reference Number? (CRN)

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58. What is this child's residency status?

Australian Citizen Permanent Resident

Sponsored Migrant Refugee

Asylum Seeker Temporary Visa

New Zealand Citizen

Medical and Disability Information

59. Does this child have a permanent medical condition or disability which impacts on their housing needs?

Yes No

What is the nature of this disability or medical condition?

Physical

Lower limbs

Upper limbs

Spinal

Multiple

Neurological

Psychiatric

Cognitive

Sensory

Hearing impaired

Sight impaired

Intellectual

High functioning

Low functioning

Child Three

Person Details

60. What is this child's name?

Mr Miss Other

Surname

First Name

Second Name

61. What is this child's relationship to you?

62. What is this child's gender?

Male Female

X (indeterminate, intersex or unspecified)

63. What is this child's date of birth?

D	D	M	M	Y	Y	Y	Y
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64. Is this child of Aboriginal or Torres Strait Islander origin?

Aboriginal Torres Strait Islander

Both No Not Disclosed

65. What is this child's Centrelink Reference Number? (CRN)

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66. What is this child's residency status?

Australian Citizen Permanent Resident

Sponsored Migrant Refugee

Asylum Seeker Temporary Visa

New Zealand Citizen

Medical and Disability Information

67. Does this child have a permanent medical condition or disability which impacts on their housing needs?

Yes No

What is the nature of this disability or medical condition?

- Physical
- Lower limbs
 - Upper limbs
 - Spinal
 - Multiple
- Neurological
- Psychiatric
- Cognitive
- Sensory
- Hearing impaired
 - Sight impaired
- Intellectual
- High functioning
 - Low functioning

Current Circumstances

This information will be used to ensure that the Housing Authority understands your housing needs. Answer these questions with consideration of everyone who forms part of this household.

68. What is your current housing situation?

- Primary homeless (sleeping in vehicle/on the street)
- Go to question 71
- Secondary homeless (temporary shelter)
- Tertiary homeless (boarding house/transitional accommodation)
- Renting a public housing property
- Renting a community housing property
- Renting an Aboriginal housing property
- Renting in a private rental property
- My own home
- In supported accommodation
- With family and/or friends
- At a caravan park
- Prison
- Hospital

69. How long can you remain in your current housing situation?

- Must leave immediately
- Up to 2 weeks
- Between 2 weeks to 6 weeks
- Between 6 weeks to 3 months
- Between 3 months to 6 months
- I am not required to leave

70. What is the expected end date of your current housing situation?

D	D	M	M	Y	Y	Y	Y
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71. How long has this been your housing situation?

- 6 weeks or less
- Between 6 weeks to 3 months
- Between 3 months to 6 months
- Between 6 months to 12 months
- Between 12 months to 3 years
- 3 years or more

72. Why can't you remain in your current housing situation?

- My household is not required to leave our current housing
- A member of my household is experiencing or is at risk of experiencing violence or harm
- My lease is ending and I am unable to renew this lease
- My current housing situation is a barrier for the reunification of a child/ren into my care
- I have an impending eviction
- My current housing location is preventing my household from accessing essential medical, educational or support services
- A member of my household has a severe and ongoing medical condition or disability caused or aggravated by our current housing
- My house is overcrowded and impacting on my household's health and wellbeing
- I am unable to afford current housing and/or experiencing financial hardship
- I am currently homeless
- My current housing does not meet my household needs due to its design/amenity
- I no longer meet the eligibility criteria
- Housing Initiated Transfer
- My household is not able to remain in our current housing due to cultural reasons
- Property is substandard

73. Are you in rental arrears in your private rental property?

Yes No Not applicable

How many weeks in arrears?

74. Do you need help to get a tenancy in the private market?

Yes No

75. Do you need help to keep your tenancy in the private market?

Yes No Not applicable

76. Why are you unable to access alternative housing?

- The local market is unaffordable
- I cannot find a property which meets my households location and/or property needs
- I require financial assistance to secure housing
- I have a poor tenancy history
- I do not have any barriers
- Other

Housing Preferences

77. Which zone or country town would you prefer to live in?
(See the *Which Zone is For You* brochure for the list of zones).

78. Do you require a level block?

Yes No

79. Do you want to live in a remote Aboriginal Community?

Yes No

Referral to Community Housing Organisations

Community Housing Organisations are non-profit agencies that provide affordable rental housing for people on low to moderate incomes. Further information can be obtained from the Community Housing brochure or by contacting the Housing Authority.

80. Do you want to be considered for Community Housing properties and consent to the Housing Authority providing relevant personal details to Community Housing Organisations?

Yes No

Consents and Declaration

I declare that:

the information provided as part of this assessment is true and accurate.

I understand that:

- I may need to provide further information if requested.
- I consent to my information being shared with service providers if the Department of Communities, or Housing Authority, or any other officers engaged by or operating within these entities, forms the view that I may benefit from support programs, services or interventions.
- I understand that I can withdraw my consent at any time.

All information provided will only be released in accordance with the Housing Authority's Privacy, Confidentiality and Duty of Care Policy. The Housing Authority operates within the Department of Communities.

If anyone included as part of this assessment has their property or financial affairs managed by an administrator or guardian for personal or lifestyle decisions, supporting documentation must be provided.

For more information go to housing.wa.gov.au

Signature (Applicant)

Date

D	D	M	M	Y	Y	Y	Y
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Income Confirmation Scheme Consent

Purpose

If you are a Centrelink customer you can have your payments and assets verified electronically by participating in the Income Confirmation Scheme.

Consent and Declaration Statements

1. I _____ authorise:
 - the Housing Authority, which operates within the Department of Communities, to use the Centrelink Confirmation eServices to perform a Centrelink enquiry of my customer details and concession card status in order to enable the business to determine if I qualify for a concession, rebate or service.
 - the Australian Government Department of Human Services (the department) to provide the results of that enquiry to the Housing Authority.
2. I understand that the Australian Government Department of Human Services will disclose personal information to the Housing Authority including my payment status to confirm my eligibility for products and services.
3. I understand that the information provided to the Housing Authority by the Australian Government Department of Human Services will:
 - confirm details such as:
 - my name;
 - Concession Card status; and
 - number of dependent children.
 - provide details relating to my financial status, such as:
 - type, amount, and date of my payment.
 - number of dependent children and the percentage of shared care for each child.
 - details of any deductions from my payment.
 - details of any other income.
 - details of my assets.
 - if I am partnered.
 - historical information about any of the above details.
4. This consent, once provided, is ongoing unless I withdraw it by contacting the Housing Authority or the Australian Government Department of Human Services.

Given Names	Surname	Signature
		 Date DD / MM / YYYY
Date of birth	Centrelink Reference Number (CRN)	

Office use only

File Number

Date **DD / MM / YYYY**

Income Confirmation Scheme Fact Sheet

What is the Income Confirmation Scheme (ICS)?

ICS is a service that allows you to authorise Centrelink to provide your income details directly to the Housing Authority.

How will it work?

If you wish to use this service Centrelink will send your income details electronically to the Housing Authority, enabling the Housing Authority to assess your rent quickly and conveniently. This service is completely voluntary and you can stop at any time by contacting the Housing Authority.

Who is eligible?

Anyone who receives a Centrelink payment and lives in a Housing Authority property can use the service. This includes all members of the household.

What details will Centrelink send to the Housing Authority?

Centrelink will advise the Housing Authority:

- The dollar amount of your last Centrelink payment
- Confirmation of your rate and type of payment
- Details of any deductions taken from your payment
- Child Maintenance details
- Details of any other income you have declared to Centrelink including overseas pensions, wages, investment income, property income and superannuation
- Details of any assets you have declared to Centrelink including savings, investments.

How will the information be used?

The information will be used by the Housing Authority to assess the tenant's entitlement to a rent subsidy, based on Housing Authority policy.

What happens if some household members don't want to participate or don't have a Centrelink income?

Those household members who don't or can't participate will still be required to provide proof of their income on request, as they do now. They will have to contact Centrelink themselves for an income statement or provide other details of their income, for example, wage slips, etc. It remains the tenant's responsibility to make sure income details of all household members are available when required and to advise the Housing Authority when there is a change in the household income.

Some good reasons to use this service:

- You do not have to pay – use of the service is free
- It is easy and convenient as the Housing Authority will contact Centrelink for you
- You will save time and money by not having to phone or go to a Centrelink office for an income statement
- With your authority, the Housing Authority can request updated income information from Centrelink whenever there is a change in your household income during the year.

What happens if I want to withdraw from ICS at a later date?

You can cancel the ICS consent at any time in writing. Remember, if you withdraw from ICS you will have to obtain your proof of income yourself when required by contacting Centrelink and forwarding the details to the Housing Authority. Please contact your local Housing Authority office if you would like to withdraw your ICS consent or if you have any questions.