

HOW MUCH WILL I BE PAYING?

In line with the company's Rent Policy, an amount will be calculated as the household contribution towards market rent based on gross household income. Contributions are set between 25% and 30% of income, depending on which income band you fall into.

Household contribution levels are reviewed on a regular basis to take account of changes to your income. The amount you pay will increase or decrease in accordance with a rise or fall in your household's gross income but will never be more than the private market for a similar unit, even if your income increases over time.

MORE ABOUT CITY WEST HOUSING

City West Housing Pty Ltd was set up in June 1994 as a non-profit company limited by shares. The company's mission is '...to be an independent and accountable housing organisation providing an efficient and effective, **affordable** and appropriate rental housing service for very low, low and moderate income earners'

HOW DO I APPLY?

If you think you may be eligible for housing, please contact the City West Housing office for an application form.

Please note: it is important to recognise that eligible applicants cannot be guaranteed housing. There are always a higher number of applicants than accommodation available. City West Housing currently has 491 units under management. At as June 2009, City West Housing has 347 applicants on its eligibility list.

WHERE TO FIND US

CITY WEST HOUSING PTY LTD
2/56 Harris Street (Cnr John St)
Pymont NSW 2009

Phone: 8584 7500
Fax: 9518 6600

Office Hours:

Monday to Friday 8am to 4pm except
Tuesday 10am to 4pm

Email: enquiries@citywesthousing.com.au
Web: www.citywesthousing.com.au

CITY WEST HOUSING PTY LTD

Providing Affordable Housing

CITY WEST HOUSING -- PROVIDING AFFORDABLE HOUSING

City West Housing provides affordable housing for people in high need either living or working in Ultimo/Pymont or Green Square who are unable to secure affordable, long term housing in the local area.

Housing is provided to people with gross household incomes of up to a maximum \$76,949 per annum. Allocation of housing is determined by the level of an applicants needs.

Affordable housing is a secure, long term alternative form of housing. Tenants can expect prompt and competent service from City West Housing.

WHAT TYPE OF HOUSING IS AVAILABLE?

Housing available includes one, two and three bedroom units.

City West Housing builds to a high standard, incorporating features such as open plan living, quality bathrooms and kitchens, internal laundries, natural light and ventilation, security access and areas of private and communal open space. All properties are close to public transport.

WHO CAN APPLY FOR HOUSING?

You can apply to be housed with City West Housing if you meet the following criteria:

- **Income** - your gross household income (ie before tax) must fall within one of the following bands:

As at July 2009	
Band 1	Below \$29,094
Band 2	\$29,094 to \$47,381
Band 3	\$47,382 to \$80,180

Note: These income bands are reviewed annually, effective 1 July each year. Applicants will be provided with up-to-date information at the time of application and as requested.

Local connection - you must meet one of the following three conditions relating to local connection to be eligible: you must either be currently living in the Ultimo/Pymont or Green Square area, (which includes some areas with adjoining suburbs) or you must have lived in Ultimo/Pymont (postcodes 2007 and 2009) or Green Square (postcodes 2015, 2017 and 2018) in the past for at least two years, or you must be currently working in the Ultimo/Pymont or Green Square area. People with other strong connections may be considered.

- **Housing need** - you must currently be living in housing which is unsuitable or inadequate for your needs e.g. housing which is not available for the long term, unaffordable, overcrowded, in an inappropriate location, lacking in basic amenities or a poor state of repair.

- **Long term housing** - you must require long term housing in the Ultimo/Pymont or Green Square area. City West Housing must also have available the size and type of housing most appropriate to your needs.

- **Financial circumstances** - you must not own assets or property which you could reasonably be expected to use to solve your housing need.

- **Residency** - you must be a permanent resident of Australia.

HOW WILL APPLICATIONS BE ASSESSED?

Your application will firstly be assessed to determine if you meet the eligibility criteria. Accepted applications are reviewed as properties become available for letting. Applicants are prioritised according to housing need, strength of local connection and the policies and targets of the company.

ELIGIBILITY CRITERIA FOR HOUSING WITH CITY WEST HOUSING PTY LTD

This sheet summarises the eligibility criteria used in assessing applicants for housing with City West Housing Pty Ltd. 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 Allocations Policy and those assessed as being of the highest priority in the Group 1, 2 and 3 income groups will be offered accommodation as properties become available. The criteria aims to establish fair and non-discriminatory access to rental housing, related to identified needs and objectives of City West Housing Pty Ltd.

Eligible applicants should ensure that the company is kept informed of any change in circumstances that may affect your application for housing.

ELIGIBILITY CRITERIA

In order that you may be considered for housing with the company, all the criteria listed below must be met.

1. Income Bands:

Your gross annual household income must fall within one of the following bands:

Income Bands As at July 2009	Gross (before tax) annual household income
Band 1	Below \$29,094
Band 2	Between \$29,094-\$47,381
Band 3	Between \$47,382 - \$80,180

These income bands are reviewed by the company annually and are effective on July 1 each year. Applicants will be advised of up-to-date figures once eligibility has been established.

2. Housing Need:

In order to be eligible for housing, your current housing must be unaffordable, inadequate and/or unsuitable. The suitability of your current housing will be assessed against criteria including overcrowding, unsuitable location, unsuitable property type and whether the housing is temporary or you have an insecure tenancy.

3. Long Term Housing:

You must require long-term housing to be eligible for assistance.

4. Local Connection:

There are three ways in which the company defines a local connection with Ultimo/Pymont or Green Square. One of the following conditions *must* be met for an applicant to be eligible for assistance:

- (a) you must be currently living in the Ultimo/Pymont area, (this includes the suburbs of Ultimo/Pymont and **some** areas within adjoining suburbs) or the Green Square area, (Alexandria, Beaconsfield, Eveleigh, Rosebery, Waterloo and Zetland suburbs); **or**
- (b) you must have lived in either Ultimo or Pymont (postcodes 2007 and 2009) or the Green Square area (postcodes 2015, 2017 and 2018) in the past for at least two years; **or**
- (c) you must be currently working in the Ultimo/Pymont (this includes the suburbs of Ultimo/Pymont and **some** areas within adjoining suburbs) or Green Square areas.

Those with strong social ties to the area *may* also be considered for assistance, (e.g. those who have relatives living in the area who require support).

5. Financial Circumstances:

You must not own assets or property that you could reasonably be expected to use to solve your housing needs.

6. Residency:

You must be a citizen or permanent resident of Australia.

7. Connection with City West Housing Pty Ltd:

You must not have a conflict of interest as a result of close connections with the company, its Board or employees.

8. Housing Requirements:

The type of housing you require is owned, or will be owned by City West Housing.

ASSESSMENT OF APPLICATIONS

Applicants who meet the essential eligibility criteria will be prioritised according to the following factors:

- housing need;
- long term housing requirement; 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 high needs groups are represented in allocations, including people from non-English speaking backgrounds and people with disabilities; and
- ensuring an appropriate mix of people in the different income groups.

CITY WEST HOUSING PTY LIMITED

ABN 47 065 314 758

2/56 Harris Street, Pyrmont NSW 2009. Ph 8584 7500 Fax 9518 6600

www.citywesthousing.com.au

APPLICATION FOR HOUSING

PLEASE TICK ONE OF THE FOLLOWING BOXES. IS YOUR APPLICATION FOR:

ULTIMO/PYRMONT

GREEN SQUARE

Your application will be assessed on the basis of the information you give on this form. It is essential that you answer all questions in as much detail as possible. You should circle the answer or write in details as appropriate. Personal information provided to City West Housing Pty Ltd may be accessed upon request (three days notice required) by applicants, and can also request it to be corrected where inaccurate information is recorded.

Please do not forget to sign and date at the end of the form.

1 PERSONAL DETAILS

1.1 Name: Family Name:
Given Name(s):

1.2 Current Address: No. & Street :		
Suburb:	Post Code:	
How long have you been at this address?:	Years	Months
Name of Current Landlord:	Phone:	

1.3 Telephone: (Work) (Home)
(Mobile)
If you do not have your own phone, please give a number where we can leave a message for you.

1.4 Postal Address (If different from 1.2 above)
1.4A Name / Address and Phone Number of nearest relative not living with you:
Ph:

1.5 Date of Birth:	1.6 Sex: Male / Female
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1.7 Are you a permanent resident or citizen of Australia? Yes/No
Attach documentary evidence

1.8 Other people who will be living with you. (Please list all members of your household who will be living with you if your application is successful).

Full Name	Male/Female	Date of Birth	Relationship to you

1.9 Please describe your ethnic / cultural background:

.....

Applicants are asked to provide this information to ensure that City West Housing remains accessible to all members of the community.

1.10 What is your preferred spoken language?

Do you require an interpreter for: spoken English? (Y/N)
written English? (Y/N)

2. YOUR INCOME AND ASSETS

2.1 Please provide information below on total gross household income (Before Tax).

List all members of your household above 18 who receive an income from any source (i.e. from full or part time employment, benefits, pensions, allowances, rent assistance or investments).

NAME OF HOUSEHOLD MEMBER	SOURCE OF INCOME (salary/benefit etc.)	NAME AND ADDRESS OF EMPLOYER (if applicable)	GROSS INCOME PER FORTNIGHT (Before tax)
Total household income before tax per fortnight.			

Occupation.....

If you are **self employed** or there is another reason why your income varies from week to week you should assess your total income for the last financial year or other verifiable period and convert to a fortnightly average.

Please note: You must attach copies of your last two tax returns – this is a requirement for all applicants whether working or not.

If you are currently working, how long have you been in continuous employment?

.....

Do you or any member of the household:

2.2 Own property (housing/land)? Y/N (If “yes” give full details at 2.4)

2.3 Own other assets that generate an income? Y/N (If “yes” give details at 2.4)

2.4 Own any other assets other than normal household contents and a car?

If you have answered “yes” to any of the above please provide details including value

.....
.....

Please indicate if you own a motor vehicle and its main usage. Y/N

Main Use for Car 

3 YOUR CONNECTION WITH THE ULTIMO/ PYRMONT OR GREEN SQUARE AREA

Please indicate if any of the following statements apply to you. Give brief details where appropriate.

3.1 Do you live in Ultimo/Pyrmont OR Green Square? Y/N

Since (date) ___ / ___ / ___

3.2 Do you have **immediate** family living in Ultimo/Pymont or Green Square?
Y/N

If so give details: Relative's Name.....

Relative's Address.....

Relationship to you.....

3.3 Have you lived in Ultimo/Pymont or Green Square previously for **2 years or more**?
Y/N

From/...../..... to/...../.....(Attach documentary evidence)

Address.....

.....

4 YOUR CURRENT HOUSING

Tick any of the following that apply/describe your current housing condition and give brief details against each one ticked.

In order to make a correct assessment of your application, it is very important to complete any sections applicable to your circumstances.

4.1 Rent is too expensive How much is your weekly rent \$.....

4.2 Housing is overcrowded Reason.....

4.3 Poor state of repair Reason.....

4.4 Unsatisfactory location Reason.....

4.5 Too many stairs/no lift/
no wheelchair access Reason.....

4.6 Is your housing temporary or insecure? Y/N

If you have answered "yes" please give details.....

.....
.....
.....

4.7 None of the above (please give details).....

.....

.....

Please provide details below of the type of housing requested. Please indicate the number of bedrooms required based on your household composition.

4.8 Number of bedrooms: 1  2  3   Other, please specify

4.9 Does any family member have any special housing requirements which may influence your housing needs (e.g. a disability, medical condition, access to public transport)? Y/N

If you have answered "yes" please give details.....

.....

.....

4.10 Do you have pets? Y/N If so provide details.....

5 FURTHER INFORMATION

5.1 Please use this space to tell us anything else about your housing need or your connection with the Pymont/Ultimo area, which may help City West Housing Pty. Ltd. assess your application for housing. (Provide a separate sheet if necessary)

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5.2 Do you or any member of your household have a close connection with the Board of Directors, the Preference Shareholders or employees of City West Housing Pty Ltd?

Y/N

If "yes" give details.....

.....

5.3 How did you find out about City West Housing?.....

.....

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APPLICANT DECLARATION

I declare that the information I have given on this form is true and correct. I understand that I may be asked to supply additional documentary proof in support of any statements I have made. I also acknowledge that City West Housing may contact persons named in this application to verify information and/or seek references and that if I become a tenant at City West Housing, I understand that I may be again asked to provide documentary proof at any time, upon request by City West Housing Pty Ltd. False or misleading information may lead to non acceptance of an application and/or render the applicant ineligible to be housed by City West Housing Pty. Ltd.

Signed.....

Date.....

Name.....

Checklist

Documents which **MUST** be included with your application:

Have you remembered to include and attach:

- A written reference from your current landlord
- Proof of residency/citizenship in Australia
- A current payslip (if applicable) not more than 2 weeks old
- Updated Centrelink Income Statement (if applicable)
- Last two financial years' tax returns and Tax Assessments.
- If you have a medical condition, a letter from your doctor giving details
- Copy of Drivers License
- Copy of Passport

THESE DOCUMENTS MUST BE PROVIDED OTHERWISE YOUR APPLICATION CANNOT BE PROCESSED.

ALL HOUSEHOLD MEMBERS ABOVE 18 MUST PROVIDE THEIR INCOME DETAILS