



## Expression of Interest & Eligibility Community Housing with WPI

Thank you for your enquiry for housing. WPI, established in 1996 by a Board of volunteers, is a not for profit Community Housing organisation that provides long-term secure tenancies to women receiving low to moderate incomes, in quality built homes at an affordable rental rate. WPI has a working relationship with the Office of Housing, but we work and manage our own tenancies and properties in the community.

### **STEP 1-how to apply for housing**

You are asked to provide details related to yourself, your household composition (who will be living with you), income and assets. The information will assist us in determining your **eligibility** for housing with the WPI Ltd. It will also give us an indicator of what type of housing you require.

**Please note, in completing this form, this is NOT a confirmed or immediate offer of housing. This application places you on the waiting list**

### **Initial entry eligibility for Community Housing is determined by:**

- Income levels – applicants receive low to medium income (see table following)
- Asset limits – total assets not exceed \$30,000 (\$60,000 households that require disability modifications)
- You do not own residential real estate that could be occupied or realised (general rule with specific exemptions)

### **Maximum income limits- gross household income limits from all sources of income used in calculation**

Category	Maximum Gross Income limits
Single person household	\$959 gross per week (\$49,868 per annum)
Two person household	\$1461 gross per week (\$75,972 per annum)
Three or more persons per household	\$1,973 gross per week (\$102,596 per annum)

Figures based on OoH Sept 2016

**You will need to provide proof of total household income, which needs to accompany this form, this could be either**

- **Current Centrelink Income Statement, 13 weeks recent & consecutive payslips, group certificate**

### **STEP 2- confirmation of eligibility**

Once all information has been received, your application will be reviewed and assessed for eligibility. Deeming you meet the criteria, you will be placed on our Waiting List.

### **STEP 3 – how to maintain your application on the Waiting List**

It is in your interest to immediately inform WPI of any changes to your circumstances, especially your contact details. You are to contact WPI every 6-12 months to update your housing situation and details.

### **STEP 4 – tentative property offer**

You will be advised when a suitable property is available, at which point you will be required to reconfirm your eligibility and provide updated proof of household income **BEFORE ANY FORMAL OFFER OF HOUSING IS MADE.**

### **STEP 5- offer, rent, bond and pets**

If you are made an offer of housing, and you accept, you will be required to provide 2 weeks rent in advance and a bond which is the equivalent of 2 weeks rent in advance. **PETS:** This matter will be decided on an individual property basis. You are to advise WPI if you have a pet(s) or should want to have a pet at a property. You may be required to pay a pet bond.

#### Privacy Statement

The personal details you provided will be kept secure and for use by WPI only and will not given or used by any other organisation. For the purpose of collecting data, names and identifying details will not be used, but information will be used in statistical form only. If for any reason the person providing the information sees reason to why not provide information, should inform staff of WPI as to reasons. Failure to not provide information or justification as to why to not provide information could result in a halt in the application and eligibility process.