

Please ensure you fill in **ALL** sections. Make sure you have included all documents on the application checklist.

- |   |  |   |
|---|--|---|
| <input type="checkbox"/> <b>Application form</b>  | <input type="checkbox"/> <b>Budgeting sheet</b>          | <input type="checkbox"/> <b>Consent form</b>                  |
| <input type="checkbox"/> <b>Copy of client ID</b> | <input type="checkbox"/> <b>Copy of income statement</b> | <input type="checkbox"/> <b>Copy of lease (if applicable)</b> |

### Section one – eligibility

Date: \_\_\_\_ / \_\_\_\_ / \_\_\_\_ Consent obtained and attached: ☐ Yes ☐ No Photo ID attached: ☐ Yes ☐ No

Client name: \_\_\_\_\_ Age: \_\_\_\_\_ DOB: \_\_\_\_ / \_\_\_\_ / \_\_\_\_

Cultural background/identity: \_\_\_\_\_

Worker name: \_\_\_\_\_ Worker email: \_\_\_\_\_

Agency name: \_\_\_\_\_ Agency phone number: \_\_\_\_\_

Type of current accommodation: ☐ THM ☐ Refuge ☐ Other: \_\_\_\_\_

Current address: \_\_\_\_\_

\_\_\_\_\_  
Postcode: \_\_\_\_\_

Period of time in this accommodation: \_\_\_\_\_

### *Current employment/educational status*

- |  |  |
|--|--|
| <input type="checkbox"/> <b>Employed:</b> <input type="checkbox"/> Permanent <input type="checkbox"/> Casual | <input type="checkbox"/> <b>Seeking employment</b>                         |
| <input type="checkbox"/> <b>Engaged in education/training</b>  | <input type="checkbox"/> <b>Exploring education/training opportunities</b> |
| <input type="checkbox"/> <b>Other</b> (please explain): _____  |  |

### *Current income*

☐ **Centrelink benefit** (type): \_\_\_\_\_

Per week (without rent assistance): \$ \_\_\_\_\_ Per week (including rent assistance): \$ \_\_\_\_\_

☐ **Salary:** ☐ Permanent ☐ Casual

Period of time on this salary: \_\_\_\_\_ Evidence of current income attached: ☐ Yes ☐ No

*Work history – list from most recent, if no work history please include education history (attach extra sheet if required)*

Employer: \_\_\_\_\_ Role: \_\_\_\_\_

Dates of employment: \_\_\_\_\_ ☐ Permanent ☐ Casual

Employer: \_\_\_\_\_ Role: \_\_\_\_\_

Dates of employment: \_\_\_\_\_ ☐ Permanent ☐ Casual

Employer: \_\_\_\_\_ Role: \_\_\_\_\_

Dates of employment: \_\_\_\_\_ ☐ Permanent ☐ Casual

## Section two

Is the client currently in private rental accommodation: ☐ Yes ☐ No (*continue to section three*)

Reason for seeking assistance from YPRAP (*please tick as many as apply*):

☐ Rent increase ☐ Change of income ☐ Health issues ☐ Change in household

☐ Other (*please explain*): \_\_\_\_\_

Please outline steps that have been taken to address these issues:

## Section three – readiness (*please attach an additional sheet if necessary to answer these questions*)

*Describe/provide evidence of how the client has demonstrated an appropriate level of skills in the following areas, making them ready to enter into a legally binding tenancy agreement.*

### Commitment

Evidence that the client is committed to private rental as a long term housing option (*eg. future goals, work/education, private rental searching, engagement with case manager, organisational skills etc.*):

Evidence that the client is aware of their rights and responsibilities as a tenant under the Residential Tenancies Act:

☐ Has read TUV handbook ☐ Attended YPRAP workshop ☐ Previous PR ☐ Period in independant housing

☐ Other (*please explain*):

### Sustainability

Reasons why the client considers themselves capable of sustaining their private rental property once the brokerage period has finished (*eg. savings, plans for future, independent living, responsibilities*):

Why the client believes the brokerage is necessary:

☐ Weekly/monthly budget sheet completed and attached (*mandatory*)

How confident is the client at communicating with landlord/real estate agents/case managers etc.:

☐ Very confident ☐ Confident ☐ Not confident

Does the client currently have links to any of the following in the area where they are seeking private rental:

☐ Friends / family   ☐ Education   ☐ Work   ☐ Sports activities   ☐ Other: \_\_\_\_\_

Please outline the client's engagement with case workers (*how well does the client engage*):

Will you be referring the client to a relevant support agency when this time is up:   ☐ Yes   ☐ No

*Housing history – list from most recent (attach extra sheet if required)*

Accommodation 1

Type of property:   ☐ Private rental   ☐ Transitional   ☐ Other (*list*): \_\_\_\_\_

Type of household:   ☐ Sole occupant   ☐ Share house   ☐ Other (*list*): \_\_\_\_\_

Legal status of tenancy :   ☐ Signatory on tenancy agreement   ☐ Sub-tenant (share house)   ☐ Informal agreement

Dates of tenancy:

Reason for ending tenancy:

Accommodation 2

Type of property:   ☐ Private rental   ☐ Transitional   ☐ Other (*list*): \_\_\_\_\_

Type of household:   ☐ Sole occupant   ☐ Share house   ☐ Other (*list*): \_\_\_\_\_

Legal status of tenancy :   ☐ Signatory on tenancy agreement   ☐ Sub-tenant (share house)   ☐ Informal agreement

Dates of tenancy:

Reason for ending tenancy:

Accommodation 3

Type of property:   ☐ Private rental   ☐ Transitional   ☐ Other (*list*): \_\_\_\_\_

Type of household:   ☐ Sole occupant   ☐ Share house   ☐ Other (*list*): \_\_\_\_\_

Legal status of tenancy :   ☐ Signatory on tenancy agreement   ☐ Sub-tenant (share house)   ☐ Informal agreement

Dates of tenancy:

Reason for ending tenancy:

Has the client ever been evicted or asked to leave a rental property by other tenants/landlord:   ☐ Yes   ☐ No

Is there any reason to believe the client has been 'blacklisted' on a tenancy database:   ☐ Yes   ☐ No

If yes, when did this occur, and how was it resolved:

At least two rental references have been provided, including contact details and relationship to the landlord (not required by YPRAP, references not necessary if client has already secured private rental accommodation): ☐ Yes ☐ No

How long has the client been applying for private rental: \_\_\_\_\_

What reasons have been given (if any) for their attempts to have been unsuccessful to date:

Section four – capacity

What type of housing is the client looking for:

Property type: ☐ Unit ☐ House ☐ Other: \_\_\_\_\_

Size: ☐ 1 bedroom ☐ 2 bedrooms ☐ 3 bedrooms

Type of occupancy: ☐ Sole occupant ☐ Shared

Location – what suburbs/areas are being considered and why:

What is the range of rental prices for the type of housing being sought in this area (estimate from websites such as realestate.com.au / domain.com.au / melbourne.gumtree.com): from \$\_\_\_\_\_ to \$\_\_\_\_\_

Which of the following does the client require assistance with:

☐ Bed base ☐ Mattress ☐ Couch ☐ TV ☐ Fridge ☐ Kitchen table/chairs

☐ Other: \_\_\_\_\_

Estimated amount for set up costs: \$\_\_\_\_\_

Will the case worker be assisting the client with any of the following in securing a tenancy:

☐ Securing a tenancy ☐ Finding housemates to share with ☐ Negotiating a tenancy agreement

☐ Storage ☐ Relocation ☐ Other: \_\_\_\_\_

What other types of support are being provided by the case worker as part of the client’s case plan:

☐ Employment ☐ Education & training ☐ Financial ☐ Mental health ☐ Physical health

☐ Alcohol/drug issues ☐ Legal ☐ Social contact/relationships

☐ Other: \_\_\_\_\_

Request for assistance

Based on the client’s needs outlined above, and the program guidelines, estimate the total grant required for each category – please note that no more than 50% of total funds can go towards set up costs.

Tapered rent assistance	Tenancy set up costs	Total grant
\$	\$	\$
%	%	Must equal 100%
Up to 100%	Up to 50%	Maximum % of grant allowed