



Applying for Rental Accommodation



This booklet contains important information that will assist you when applying for rental accommodation.



The Housing Authority provides rental accommodation for more than 35,000 households in metropolitan and country areas of Western Australia.

Eligibility

To be eligible for public rental housing, you must meet the following criteria:

- be an Australian citizen or permanent resident
- live in Western Australia
- receive an income that derives from a source within Western Australia
- meet income limits
- not own property or land
- if under 60 years – not have cash assets in excess of \$38,400 (singles) or \$63,800 (couples)
- if over 60 years – not have cash assets in excess of \$80,000 (singles or couples)
- if you have a disability - not have cash assets in excess of \$100,000 (singles or couples)
- be able to prove your identity
- be 16 years of age or above.

Debt

If you have a debt to the Housing Authority you must make arrangements to repay your debt to apply for housing and remain on the waiting list. You will not be offered a property until your debt has been cleared.

You may be eligible to apply for the Housing Authority's Debt Discount Scheme to assist you with paying off your debt sooner. The Debt Discount Scheme is not available for Bond Assistance Loan debts. Contact your local Housing Authority office if you would like more information or would like to apply for the Debt Discount Scheme.

Proof of Identity

When you lodge your Application for Rental Housing, you must provide documents or information that establishes your identity and that of any dependents.

You must provide one document from Category A plus one from B or C, or three documents from Category B and C.

The address shown on any document must be identical to the address shown on the application form.

Category A

- Original Birth Certificate or extract
- Current Australian passport or overseas passport stamped for residency to Australia
- Certificate of Australian Citizenship or Citizenship papers
- Document of identity issued by the Department of Foreign Affairs and Trade.

Category B

- Marriage Certificate or Divorce Order
- Legal documents such as child support agreement or adoption papers
- Notice of Assessment from the Australian Taxation Office.

Category C

- Letter from a government department
- Electricity, phone or gas account
- Driver's license or learner's permit
- Bank, building society or credit union account showing transactions for at least one year
- Insurance policy or insurance renewal notice.

If you are an Aboriginal or Torres Strait Islander and you cannot supply these documents, a statement from a recognised Aboriginal organisation or a letter from a reputable person (e.g. a doctor or elder) confirming your identity is acceptable.



Proof of Income

You need to provide proof of income for yourself, your partner and/or co-applicant when lodging your application.

All other household members will have to provide proof of income when you are offered accommodation. This is because the income of all the household members is used to assess the rent payable.

Wage and salary earner

If you receive a wage or salary, you will need to provide consecutive wage slips for the past three months. Alternatively, your employer can complete the Employer Income Verification Statement.

Self-Employed

If you are self-employed, you will need to supply your Notice of Assessment for the previous financial year.

Pension or benefit

If you receive a pension or benefit from Centrelink or the Department of Veterans' Affairs, you will need a statement, no more than four weeks old from Centrelink or the Department of Veterans' Affairs confirming the benefit you are receiving and how much you receive each payment.

Proof of Cash Assets

Acceptable proof includes a Centrelink Income Statement no more than four weeks old, an up-to-date statement from a bank or other financial institution and/or evidence from a registered accountant.

Priority Assistance

If you have an urgent housing need and you meet all eligibility criteria, you may be eligible for priority assistance. You will need to provide documentary proof of your urgent need for housing such as medical information or support letters from community or government agencies. Situations that may contribute to an urgent housing need include medical conditions that are caused or aggravated by housing, domestic violence, harassment, matters associated with child abuse and to reunite a child with their family. Speak to an officer at your local Housing Authority office about your situation if you have any further questions about priority assistance.

Applicants with a disability

The Housing Authority manages a number of programs to assist people with disabilities, including home modifications to make housing more accessible and in some instances, providing purpose-built housing.

Complete the Disability Information Form that is part of your Application for Rental Housing to advise the Housing Authority of any individual housing requirements you need.



Zones (metropolitan)

Rental housing in the metropolitan area is divided into zones representing groups of adjoining suburbs. You must choose only one zone when you make an application. We can advise you which suburbs are in each zone, however, you will not be able to apply for a specific suburb.

Regions (country)

Country areas are divided into regions – East Kimberley, West Kimberley, Pilbara, Wheatbelt, Great Southern, South West, Goldfields and Mid West/Gascoyne. If you want specific information about which towns in a region have rental accommodation or waiting times, please contact the appropriate regional office directly. The addresses and phone numbers are listed on the back of this brochure.

Pets

Cats and dogs can only be kept on Housing Authority properties if there is a non-communal enclosed yard and if the relevant Acts, Regulations and local government by-laws are not contravened. It is important you advise the Housing Authority if you have or plan to have a pet to ensure you are offered a suitable property.





Making changes

You can make changes to your application at any time. The Housing Authority recognises that your circumstances may change while you are on the waiting list. You can change the zone where you wish to live and the people in your household and still keep the same listing date.

Approval from the new zone or region is required before you can change zones while listed for priority assistance.

Confirmation

Once you have lodged a complete application, the Housing Authority will register your application and send you a letter confirming your application details and listing date. Please check carefully to make sure the details are correct. When your turn on the waiting list is reached and a suitable property becomes available we will contact you. This is why it is important for you to advise us if you change your address or contact details. Your application may be withdrawn if the Housing Authority cannot contact you.

Annual Housing Application Review

You must meet all income and eligibility limits on an ongoing basis to remain on the waiting list. Every year (around the date you were approved for housing assistance) the Housing Authority will send you an Annual Housing Application Review Form. You must declare your income, assets, contact details, ongoing eligibility for assistance and continued need for housing. It is important that you complete and return the Form so that you can remain on the waiting list. Failing to do so may result in your application being withdrawn.

Housing Authority Offices

Head Office

99 Plain Street
East Perth 6004
Tel: (08) 9222 4666
Toll free: 1800 093 325

METROPOLITAN OFFICES

Armadale

Shop 2A, Armadale Shopping
Centre, Cnr Commerce Ave
& Third Road
Armadale 6112
Tel: (08) 9391 1600

Bentley

Please see Victoria Park

Cannington

17 Manning Road
Cannington 6107
Tel: (08) 9350 3244

City Office

605 Wellington Street
Perth 6000
Tel: (08) 9476 2444

Fremantle

42 Queen Street
Fremantle 6160
Tel: (08) 9432 5300

Joondalup

Unit 4, 7 Wise Street
Joondalup 6027
Tel: (08) 9404 3300

Kwinana

2 Stidworthy Way
Kwinana 6167
Tel: (08) 9411 9500

Mandurah

1/17 Sholl Street
Mandurah 6210
Tel: (08) 9583 6100

Midland

21 Old Great Northern Highway
Midland 6056
Tel: (08) 9250 9191

Mirrabeeka

8 Sudbury Road
Mirrabeeka 6061
Tel: (08) 9345 9655

Victoria Park

269 Albany Highway
Victoria Park 6100
Tel: (08) 9350 3700

GREAT SOUTHERN

Albany

131 Aberdeen Street
Albany 6330
Tel: (08) 9845 7144

Katanning

6 Daping Street
Katanning 6317
Tel: (08) 9891 1800

SOUTH WEST

Bunbury

22 Forrest Avenue
Bunbury 6230
Tel: (08) 9792 2111

Busselton

Suite 1A, 9 Harris Road
Busselton 6280
Tel: (08) 9781 1300

Manjimup

Unit 10, 30-32 Rose Street
Manjimup 6258
Tel: (08) 9771 7800

GOLDFIELDS

Esperance

92 Dempster Street
Esperance 6450
Tel: (08) 9072 3000

Kalgoorlie

Unit 1-2, 84-96 Brookman Street
Kalgoorlie 6430
Tel: (08) 9093 5200

MID WEST

Carnarvon

30 Robinson Street
Carnarvon 6701
Tel: (08) 9941 6500

Geraldton

201 Marine Terrace
Geraldton 6530
Tel: (08) 9923 4444

Meekatharra

14 Main Street
Meekatharra 6642
Tel: (08) 9956 5000

PILBARA

Karratha

The Quarter HQ
Level 2, 20 Sharpe Ave
Karratha 6714
Tel: (08) 9159 1700

South Hedland

Cnr Brand & Tonkin Sts
South Hedland 6722
Tel: (08) 9160 2800

WEST KIMBERLEY

Broome

Frederick Street
Broome 6725
Tel: (08) 9158 3600

Derby

West Kimberley House
16-22 Loch Street
Derby 6728
Tel: (08) 9158 4000

EAST KIMBERLEY

Halls Creek

Lots 72 & 73
Great Northern Hwy
Halls Creek 6770
Tel: (08) 9168 9300

Kununurra

16 Coolibah Drive
Kununurra 6743
Tel: (08) 9166 5100

WHEATBELT

Merredin

27 Mitchell Street
Merredin 6415
Tel: (08) 9081 3800

Narrogin

Government Building
11-13 Park Street
Narrogin 6312
Tel: (08) 9881 9400

Northam

5 Elizabeth Place
Northam 6401
Tel: (08) 9690 1900

If you are deaf, or have a hearing or speech impairment, contact us through the National Relay Service.
For more information, visit: www.relayservice.gov.au

