



Affordable Rental Office Steps in the Process for Affordable Rental

1. APPLICATION

To apply to rent a home through the Affordable Rental Scheme, you must complete the **Application for Affordable Rental** form. Included with the fully completed form will be proof of household income or a release authority to allow the Affordable Rental Office to obtain this information. You will also need to include proof of all assets currently owned by all applicants identified on the Application Form.

The completed form can be mailed to Affordable Rental Office as below;

To: **Affordable Rental Office**
Community Services Directorate
Locked Bag 3000
Belconnen ACT 2616

2. ELIGIBILITY ASSESSMENT

On receipt of your Application Form, Affordable Rental Office will assess your eligibility to participate in the Affordable Rental Scheme.

Assessment criteria are as follows:

- Be of age pension age or within 5 years of age pension age.
- Be of age pension age or within 10 years of age pension age for ATSI persons.
- Qualify for age pension or have income less than Average Weekly Earnings in the ACT
- Are prepared to accept an offer of affordable rental housing.
- Be a signatory on a Tenancy Agreement relating to an affordable rental dwelling.
- Be prepared to accept a 3 Year Tenancy Agreement.
- Have no rental arrears or legal action pending regarding tenancy matters.
- Be able to sustain an affordable rental tenancy.
- Have a maximum of three persons in a Household.



In considering the Application, the assessors will also consider whether the applicant/s is able to:

- Pay their rent.
- Look after the property.
- Not create a nuisance and annoyance to their neighbours.
- Live independently with, or without support.
- Live in the property on an ongoing basis for three years.

If you are not eligible under the Scheme you will be notified of this in writing.

If you are eligible you will receive:

- An **Acknowledgement letter** confirming your eligibility.
- Sign up kit explaining the process that will be followed.

Decisions made by the Affordable Rental Unit in relation to approving an application for Affordable Rental are final.

3. REGISTER OF ELIGIBLE APPLICANTS

If you are assessed as eligible for the Affordable Housing Rental Scheme, your application will be added to the Register of Eligible Applicants.

You will remain on the Register for a maximum period of 12 months.

You may be removed from the Register if:

- You do not respond to a request for information.
- You no longer meet the eligibility criteria.
- You advise in writing that you are no longer interested in affordable rental housing.

4. PROPERTY ALLOCATION

The Affordable Housing Rental Scheme may offer leases on available properties to a small number of eligible applicants on a “first in” basis. If you are on the waiting list you will be offered a lease in your preferred area and may only decline two offers before removal from the waiting list.

You can nominate regions –Belconnen, City, Woden, Tuggeranong.



5. ACCEPTANCE OF OFFER

When the Affordable Rental Office receives the completed **Acceptance of Offer** form, the ARO will provide the applicant with a copy of a Tenancy Agreement to read over 24 hrs prior to being made a sign up time.

6. SIGN UP

- You will be required to come in to the Gateway Services at a time as advised by the ARO.
- The Gateway Services is located at;
Nature Conservation House
Ground Floor
153 Emu Bank Belconnen
- You will be required to sign the Tenancy Agreement.
- You will be given the keys to your property and a letter stating the new account details for payment.
- You will be given a copy of the property condition report which must be returned within 7 days.

Accessibility

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If English is not your first language and you require the **translating and interpreting services** – please telephone **131 450**.

If you are deaf or hearing impaired and require the **TTY typewriter service** – please telephone **(02) 6205 0888**.