



## INFORMATION ABOUT Ryde Hunters Hill Community Housing Co-Operative Ltd

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Ryde Hunters Hill Community Housing Co-operative Ltd (RHHCH) is an autonomous, locally based, non-profit housing association funded through the Office of Community Housing.

### **Our Aim**

Our aim is to provide affordable, secure accommodation to people with high housing needs.

We aim to help a range of people including:

- people who are either homeless or living in crisis accommodation;
- people whose life or safety is at risk or whose health is adversely affected by their living conditions;
- people whose housing is inappropriate to their needs;
- people who are subject to very high housing costs.

### **Eligibility**

Applicants must be (1) on the Department of Housing's waiting list and have a 'T' or reference number and (2) capable of independent living. The only exception to these eligibility criteria relate to applicants for special projects.

### **Client Referrals**

Applicants may hear about us through 'word of mouth' and may refer themselves. Other avenues of referral are the Department of Housing, social workers, refugees, charitable organisations, community support agencies, community centres etc.

### **Applicants' Backgrounds**

We welcome applicants from all age groups and from a wide range of social, economic and cultural backgrounds. People living in either metropolitan or country regions with a variety of housing needs are also welcome to apply. In particular, we attempt to address the housing needs of people living within the local region.

### **The Applicants' List and the Selection Process**

Unfortunately, the number of people on our applicants' list far exceeds the number of properties that we manage. This means that RHHCH cannot guarantee housing assistance to all applicants.

Offers of housing assistance are normally made when a vacancy occurs within our housing stock. When a vacancy does occur, we allocate the property to the applicant who is in the greatest need at that time. When assessing housing need, we consider a range of domestic, economic and social factors influencing the housing circumstances of applicants.

It should be noted that RHHCH is not an emergency housing provider. Applicants are strongly advised to investigate a range of available housing options so that their chances of finding suitable accommodation are maximised. Details about these options can be obtained from staff.

Note: it is important that applicants attach relevant supporting documents, including identification, income details, medical certificates etc. to their applications. A sheet listing the supporting documents required is attached.

### **What Our Tenants Pay**

Once applicants become tenants they are charged a percentage of their income as rent. This rebated rent is approximately 25% of gross weekly income and is reviewed every six months.

### **Some Important Tenant Requirements**

Tenants are housed according to need and it is a condition of tenancy that the tenant comply with the following conditions:

- All tenants must sign a lease;
- All tenants must pay a bond which can be paid in instalments;
- All tenants must pay rent in advance;
- When requested, tenants must supply the organisation with income related information for rent assessment purposes or when their or their household's income circumstances change. The relevant information must be submitted within 14 days;
- All tenants must expect regular property inspections (with proper notice from the Landlord) and ensure that the property is kept in good order at all times.

### **Change of Circumstances**

Anyone who applies for housing assistance will be notified by letter after their application has been received by our office. Eligible applicants will also be informed if their application is complete or incomplete. If complete, eligible applicants will be placed on our Applicants List. If incomplete, more information will be requested. **Note that it is important for eligible applicants to inform our office of any change in their circumstances including change of address and contact numbers.**

### **Office Access**

Our office is open to the public between 9.30am and 4.30pm on Tuesdays and Thursdays and by appointment on Mondays, Wednesdays and Fridays.

Alternative arrangements can be made for people who have mobility problems or are caring for very young children, please contact our office to explore alternative ways of meeting with our staff.

### **For More Information**

If you would like more information about RHHCH's services call our office or visit our website – [www.housing.org.au](http://www.housing.org.au). If you need help filling out the application form, please phone (02) 9808 3545 or e-mail [inquiries@housing.org.au](mailto:inquiries@housing.org.au) or fax (02) 9807 2103.

We look forward to hearing from you.



## REQUIRED DOCUMENTS

*Please read the following carefully*

**When submitting your application the following documents must be provided for your application to be accepted and entered onto our applicants' waiting list. Photocopies of documents required are acceptable.**

- **Letter from the Department of Housing:** In order to be housed by a community housing provider, you must be currently on the Department of Housing's (DoH) waiting list. We therefore require a copy of a **letter from the DoH** proving that you have been accepted onto their waiting list.
- **Personal Identification:** Acceptable forms of identification include a driver's license, passport, birth certificate, Australian citizenship papers, pension card etc.
- **Proof of Income:** If you are receiving a government benefit, we require a current **Income Statement** from Centrelink or Veterans Affairs. If you are receiving a salary, we require a statement from your employer stating your **gross earnings** covering the **last 13 weeks of employment** (if applicable). This applies to the applicant and all members of the applicant's household in receipt of an income.
- **Rent Receipts:** We also require rent receipts covering the last **four weeks** (if applicable).

**Applicants for housing are assessed on the basis of need. As a result, the following additional documents will help us assess your circumstances more accurately:**

- Any relevant information related to your **health** e.g. doctor's certificates or letters.
- **Supporting documents** from support agencies (if available).
- Any **other documents** or **letters** that you feel may help us assess your case.

Because your present accommodation may be temporary, it is advisable that you **put a contact phone number on your application form**. If we are unable to contact you after all reasonable efforts have been made, your application will be filed as "INACTIVE" and your name will be removed from the applicants' waiting list.

It is also important for you to **notify us if your circumstances change** or if you **no longer require housing assistance**.





## Community Housing Contact List

*Applicants are urged to apply to a number of community housing associations. Listed below are a number of community housing providers in metropolitan Sydney. For a full listing, refer to [http://www.communityhousing.org.au/F3\\_directory.html#centralsyd](http://www.communityhousing.org.au/F3_directory.html#centralsyd) .*


<p><b>Garrigal Housing Association Ltd</b>          Suite 102/16-20 Edgeworth David Ave          HORNSBY NSW 2077          Ph: (02) 9477-1105          Fax: (02) 9477-1296          Email: <a href="mailto:enquiries@garrigal.com.au">enquiries@garrigal.com.au</a>          Office Hrs: 9.00am-5.00pm on Mon, Tue, Wed, Thu, Fri.</p>	<p><b>North Shore Community Housing Ltd</b>          Suite 105/109 Alexander Street          CROWS NEST NSW 2065          Ph: (02) 9439-1399          Fax: (02) 9439-1528          Email: <a href="mailto:coral.garrett@nsch.org.au">coral.garrett@nsch.org.au</a>          Office Hrs: 9.00am-4.30pm on Mon, Wed, Thu, Fri &amp; 1.00pm-4.30pm on Tue.</p>
<p><b>Affordable Community Housing Ltd (Bankstown Branch)</b>          Level 3, Suite 302          58 Kitchener Parade          BANKSTOWN NSW 2200          Ph: (02) 9790-3093          Fax: (02) 9796 7095          Email: <a href="mailto:admin@chcl.org.au">admin@chcl.org.au</a>          Website: <a href="http://www.ahcl.org.au">www.ahcl.org.au</a>          Office Hrs: 9.00am-4.30pm on Mon, Wed, Thu, Fri &amp; 1.00pm-4.30pm on Tue.</p>	<p><b>Affordable Community Housing Ltd (Wentworthville Branch)</b>          PO Box 305, PENDLE HILL NSW 2145          Ph: (02) 9896-6399          Fax: (02) 9896-6866          Email: <a href="mailto:admin@chcl.org.au">admin@chcl.org.au</a>          Website: <a href="http://www.ahcl.org.au">www.ahcl.org.au</a>          Office Hrs: 9.00am-4.30pm on Mon, Tue, Wed, Thu, Fri.</p>
<p><b>Eastern Suburbs Rental Housing Association Ltd (ESRHA)</b>          74 Newland Street          BONDI JUNCTION NSW 2022          Ph: (02) 9387-6471          Fax: (02) 9387-1404          Email: <a href="mailto:reception@esrha.com.au">reception@esrha.com.au</a>          Office Hrs: 9.00am-5.00pm on Wed, Thu, Fri.</p>	<p><b>Bridge Housing Ltd (Formerly SWISH. Covers Burwood area as well)</b>          Suite 1B, 619 Elizabeth St          REDFERN NSW 2016          Ph: (02) 9699-6055          Fax: (02) 9699-7055          Email: <a href="mailto:j.nicholades@bridgehousing.org.au">j.nicholades@bridgehousing.org.au</a>          Website: <a href="http://www.bridgehousing.org.au">www.bridgehousing.org.au</a>          Office Hrs: 9.00am-4.30pm on Mon, Tue, Thu, Fri &amp; 1.00pm-4.30pm on Wed.</p>
<p><b>Metro Community Housing Co-op Ltd (Formerly Marrickville CH and Resamen CH)</b>          Shop 3, 89-97 New Canterbury Road,          PETERSHAM, NSW 2049          Ph: (02) 9560 5331          Fax: (02) 9560 8027          Email: <a href="mailto:manager@metrohousing.org.au">manager@metrohousing.org.au</a>          Office Hrs: 9.30am-4.00pm on Mon, Tue, Wed, Thu &amp; by appt on Fri.</p>	<p><b>Wentworth Area Community Housing Ltd (WACH) Head Office. (Offices are also at Katoomba and Richmond – details available by calling Penrith Office)</b>          Suite 202 Level 2., 148 Henry Street          PENRITH NSW 2750          Ph: (02) 4731-5851          Fax: (02) 4721-5336          Email: <a href="mailto:admin@wach.org.au">admin@wach.org.au</a>          Website: <a href="http://www.wach.org.au">www.wach.org.au</a>          Office Hrs: 9.00am-4.00pm on Mon, Tue, Thu, Fri.</p>
<p><b>Hume Community Housing Association Company Ltd</b>          1/119 The Crescent          FAIRFIELD NSW 2165          Ph: (02) 9724-0554          Fax: (02) 9728-6439          Email: <a href="mailto:nicola.lemon@humecha.com.au">nicola.lemon@humecha.com.au</a>          Website: <a href="http://www.humecha.com.au">www.humecha.com.au</a>          Office Hrs: 9.00am-5.00pm on Mon, Wed, Thu, Fri &amp; 9.00am-1.00pm on Tue.</p>	<p><b>St George Community Housing Co-op Ltd</b>          Level 3, 8 Crofts Ave          HURSTVILLE NSW 2220          Ph: (02) 9585-1499          Fax: (02) 9585-1564          Email: <a href="mailto:email@stgeorgecommunityhousing.org.au">email@stgeorgecommunityhousing.org.au</a>          Website: <a href="http://www.sgch.com.au">www.sgch.com.au</a>          Office Hrs: 9.00am-5.00pm on Mon, Tue, Wed, Thu, Fri.</p>
<p><b>Argyle Community Housing Inc.</b>          P.O. Box 121          CAMPBELLTOWN NSW 2560          Ph: (02) 4627 0002          Fax: (02) 46287 0004          Email: <a href="mailto:claymore@argylehousing.com.au">claymore@argylehousing.com.au</a>          Website: <a href="http://www.argylehousing.com.au">www.argylehousing.com.au</a>          Office Hrs: 9.00am-5.00pm on Mon, Tue, Thu, Fri. &amp; 1.00pm-5pm Wed</p>	<p><b>Women's Housing Company Ltd (Single women only)</b>          Level 5, 74-84 Foveaux Street,          SURRY HILLS NSW 2010          Ph: (02) 9281-1764          Fax: (02) 9281-0148          Email: <a href="mailto:reception@womenshousingcompany.org">reception@womenshousingcompany.org</a>          Website: <a href="http://www.womenshousingcompany.org">www.womenshousingcompany.org</a>          Office Hrs: 9.00am-4.30pm on Mon, Tue, Thu, Fri &amp; 1.00pm-4.30pm on Wed.</p>




**3a. Household Income**

Please report all gross (before tax) income received by all family members. Income includes any Centrelink Benefit, Wages, Investment or Business Earnings.

Name	Source of Income	Gross Amount Received per fortnight

 Proof of all income for all family members including Centrelink Statements, Employers Declaration/s covering the last 13 week period, Tax Returns, Accountants figures etc.

 If more space is required, please attach a separate sheet

**3b. Assets**

Do you, or any member of your family, currently own any assets (e.g. a house or unit, investments, business interests etc)? Yes  No

If so, please list them below:


 Please attach proof of all assets and all relevant documentation

**4. Present Housing Circumstances**

Are you currently homeless? Yes  No

OR

Are you currently living with family or friends? Yes  No

OR

Are you living in a refuge or halfway house? Yes  No  If so, which one?

Phone No. \_\_\_\_\_

OR

Are you living in private rental accommodation? Yes  No  If so...

Name of Landlord: \_\_\_\_\_ Phone No. \_\_\_\_\_


How much do you pay in rent per week? \$ \_\_\_\_\_

Do you have a current lease? Yes  No  When does it expire?

Are you in rent arrears? Yes  No  If so, for how much? \$ \_\_\_\_\_


Have you received a termination notice? Yes  No  When for?

- What factors cause you to seek Community Housing?
- |   |  |   |
|---|--|---|
| <input type="checkbox"/> Too expensive            | <input type="checkbox"/> Evicted         | <input type="checkbox"/> Temporary Housing      |
| <input type="checkbox"/> Overcrowded              | <input type="checkbox"/> Substandard     | <input type="checkbox"/> Relationship breakdown |
| <input type="checkbox"/> Physical mobility issues | <input type="checkbox"/> Health problems | <input type="checkbox"/> Harassment or violence |
| <input type="checkbox"/> Other (Specify) _____    |  |   |

 Please attach copies of rent receipts, your Termination Notice if applicable and/or any other documentation to support your claim/s.

**5. Medical Problems/Disability**

Do you, or anyone in your household, have a medical problem or a disability? Please give details, especially where this will affect your housing need.


 Please attach copies of Medical Certificates to support your claim/s.

**6. Support Worker**

Do you, or anyone in your household, currently receive help from a support worker? If so, please provide the support worker's name, organisation and contact number below:

Name of Support Worker: \_\_\_\_\_ Tel/Mobile No.: \_\_\_\_\_

Organisation: \_\_\_\_\_

**7. Social Indicators**

Are you experiencing any of the following. (Please tick)

Domestic Violence	<input type="checkbox"/>	Drug & Alcohol problem	<input type="checkbox"/>	Medical	<input type="checkbox"/>
Psychiatric Disability	<input type="checkbox"/>	Intellectual Disability	<input type="checkbox"/>	Aged	<input type="checkbox"/>
Ex-offender	<input type="checkbox"/>	Financial Stress	<input type="checkbox"/>	HIV/Aids	<input type="checkbox"/>
Physical Disability	<input type="checkbox"/>	Newly Arrived/Refugee	<input type="checkbox"/>	Psychological	<input type="checkbox"/>
Single parent	<input type="checkbox"/>	Terminally ill	<input type="checkbox"/>	Under 25	<input type="checkbox"/>

Other \_\_\_\_\_

Please describe how the circumstances, listed prior, affect your housing or your access to housing.


**8. Housing Requirements**

How many bedrooms do you require? \_\_\_\_\_ Do you have a car? Yes  No

Do you have any pets? Yes  No  Type of Pet/s \_\_\_\_\_

Please note that as most accommodation provided by RHHCH is on the private rental market, no guarantee can be made that pets will be accommodated.

Can you climb stairs? Yes  No  If Yes, how many? \_\_\_\_\_

What are your preferred suburbs? \_\_\_\_\_

What is your reason for choosing these suburbs? \_\_\_\_\_

What is your reason for choosing these suburbs? \_\_\_\_\_

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What schools do your children attend if applicable? \_\_\_\_\_

**9. Next of Kin (NOT Living with you)**

Name \_\_\_\_\_ Relationship \_\_\_\_\_

Address \_\_\_\_\_

\_\_\_\_\_ P/code \_\_\_\_\_ Phone \_\_\_\_\_

I, hereby authorise RHHCH to contact my next of kin, as above, once I am housed if and when the need arises during my tenancy. (RHHCH will only contact a next of kin if RHHCH is unable to reach the client, or, in the event of serious illness, death or misadventure.)

Signed: \_\_\_\_\_ Date: \_\_\_\_/\_\_\_\_/200\_\_

**10a. Authority (Centrelink)**

I \_\_\_\_\_ hereby authorise  
*Print name in full*

(1) \_\_\_\_\_ (Support agency's name if applicable.)

(2) Ryde Hunters Hill Community Housing Co-op Ltd (Cross out if not applicable.)  
and Centrelink to exchange information related to my income.

Signed: \_\_\_\_\_ Date: \_\_\_\_/\_\_\_\_/200\_\_

**10b. Authority (Department of Housing)**

I \_\_\_\_\_ hereby authorise Ryde Hunters Hill  
*Print name in full*

Community Housing Co-op Ltd and the NSW Department of Housing to exchange information that relates to my application for housing.

Signed: \_\_\_\_\_ Date: \_\_\_\_/\_\_\_\_/200\_\_

**11. Applicant's Declaration**

I \_\_\_\_\_ declare that all information supplied by  
*Print name in full*

me in this application form is true and accurate. I understand that I will be asked to provide supporting documentation of any statement made by me in this application form. I further understand and accept that prior to being housed I will be required to furnish up-to-date information, including household income details. I also declare that, to the best of my knowledge, there is no perceived conflict of interest by association with current RHHCH staff or members of RHHCH's Board of Directors

Signed: \_\_\_\_\_ Date: \_\_\_\_/\_\_\_\_/200\_\_

**Have you attached to your Application for Housing the following required documents?:-**

**(Please tick)**

- A letter from the Department of Housing (DoH)** The primary eligibility criteria for housing with a Community Housing provider is that you are currently on the DoH waiting list. We therefore require a copy of a letter from the DoH confirming this.
- Personal Identification.** Acceptable forms of identification include a copy of your passport, your driver's licence, Proof of Age card, your birth certificate, your Medicare card and your Centrelink card, or your Australian Citizenship papers.
- Proof of Income.** If you are receiving a government benefit, we require a current **Income Statement** from Centrelink or Veterans Affairs. If you are receiving a salary, we require a statement from your employer stating your **gross earnings** covering the **last 13 weeks of employment** (if applicable). This applies to the applicant and all members of the applicant's household who are in receipt of an income.
- Rent Receipts:** We also require rent receipts covering the last **four weeks** (if applicable).
- Medical Certificates: (If Applicable)** If you have claimed to be suffering from a medical condition then a Doctors Certificate is required for each condition reported.
- Support Letters: (If Applicable)** If you are currently receiving support from a support agency, a letter of support from then will assist with the assessment of your situation.

