****

**Women’s Services**

Suite 1, Level 1, 21 Cremorne St, Cremorne VIC 3121

Email: reception@womenshousing.com.au

Telephone: (03) 9412 6868

Fax: (03) 9415 6511

ABN 93 080 116 883

**WHL NOMINATED TENANT AGREEMENT**

The Transitional Housing Management (THM) Program is designed as a response for people who are experiencing homelessness and who require temporary accommodation and support, whilst they seek long term housing and address the factors that have impacted on their stability.

Women’s Housing Ltd. (WHL) is a women’s specific THM and only single women or women in same sex relationships, with or without children, are eligible. WHL will be your **LANDLORD**. Tenancies are managed according to standards set by the Department of Human Services, and are governed by the Residential Tenancies Act 1997.

Please read the following **WHL THM Program** requirements then fill in the details as required, and sign below.

This form needs to be faxed to the Tenancy Worker prior to the date you sign the lease with WHL.

Please also attach:

* Income statement/s
* 2 forms of Identification with signatures; or driver’s license (front and back)

**Housing Exit and Support**

Transitional accommodation is short to medium term accommodation only. During the tenancy you will work with your support worker to address any issues you identify in your case plan. You will also work on securing longer term housing.

* The accommodation is temporary only.
* You must engage with your Support Agency while you are a tenant of WHL.
* You must actively work on your housing exit while you are a tenant of WHL.
* You must participate in Tenancy Reviews every 3 months with WHL and your Support Agency.

**Housing Exit Plan**

You will need to discuss your housing exit plan with your support worker.

Please indicate your anticipated Housing Exit (tick all that applies):

Private Rental

Long Term Community Housing

Rooming House

Family/Friends

Homeless with Support Application (Segment One)

Supported Housing Application (Segment Two)

Other: please specify

If one of your anticipated housing exits is a priority Office of Housing application, please complete the details below:

Application Number: OoH Broadbands: 1.

Date approved: 2.

Number of bedrooms: 3.

**Furniture**

* All properties are furnished with standard essential items.

All furniture and whitegoods remain the property of WHL and **cannot** be removed from the premises. WHL properties are furnished with the following items only:

Refrigerator Coffee table

Washing machine Beds

Dining table Bedside drawers

Dining chairs Wardrobes (only where there are no BIRs)

Sofa Cloth mattress protectors

* The following smaller items may be supplied, but will be gifted to you and are yours to take with you when you leave the property. These items will not be replaced if they are damaged or broken throughout your tenancy. They will be available for you at time of sign up to collect. Please indicate which items you will require:

Toaster  Vacuum cleaner

Kettle  Kitchen bin

Saucepans  Brush and shovel

Frying pan  Bucket

Crockery  Mop

Cutlery  Telephone

Glasses

* Please indicate if you require a portable cot Yes  No
* Please note that WHL does not provide light globes or linen (in extenuating circumstances, your support worker may make a written request to WHL for the provision of linen only).

**Rent and Utilities**

* Transitional Housing tenants may be eligible for a “rebated rent”. In order to calculate your household rent, please fax a current Centrelink Income Statement, and 12 weeks of payslips or letter from employer (if applicable), for all household members who receive an income.
* You will be responsible for the cost of utilities (gas, electricity, telephone, and water). Your support worker will provide you with the address of the property you are moving into if you wish to connect utilities yourself. Please connect the gas, electricity (and landline phone if you wish) prior to moving in.

Alternatively, you can sign a form when you sign the lease with us and we can connect utilities on your behalf.

I would like WHL to connect utilities on my behalf via On The Move

I will connect utilities myself

**Please complete the following if you connect utilities yourself:**

**Connection date (the date you sign the lease with WHL):**

**Electricity provider name (e.g. AGL, Tru Energy):**

**Date you called to set up account in your name:**

**Gas provider name (e.g. AGL, Tru Energy):**

**Date you called to set up account in your name:**

* WHL will put the **water account** into your name at time of sign up. This is the landlord’s responsibility.

**Gardening and Property Maintenance**

* Repairs, inspections and garden maintenance are carried out by DHS contractors and WHL contractors.
* You will be required to give access to contractors and gardeners so that repairs to the property can be completed and the gardens maintained.

**Keys**

* WHL properties have a secure bi-lock key system installed. This means that only WHL can authorise new keys to be issued.
* If you lose your key you will need to provide a statutory declaration or police report and pay the cost to replace the key. You will need to pick up a replacement key at WHL offices.

**Nominated Tenant Agreement**

**I , DOB / / understand the requirements of the WHL Transitional Housing Program.**

**Client Signature: Date:**

**Client Name:**

**Witness**

**Worker Signature: Date:**

**Name of Worker:**

**Name of Agency:**