



CREATING CONNECTIONS

North/West Metropolitan Region

PRIVATE RENTAL BROKERAGE (PRB)

Acquittal Process

Step-by –step guide for Case Managers to follow

1. Access information about the program from the PRB website (www.vinnies.org.au/prb) – speak to the PRB Coordinator if you have any queries.
2. Download Application Form from website (and Case Manager Guide if needed) and complete all sections in consultation with the young person applying.
3. Send completed Application Form to the PRB Coordinator – either by fax (03-9348 9276) or post (195 Flemington Road, North Melbourne 3051).
4. After submitting application, allow for a minimum of five (5) working days for the PRB Coordinator to process and notify the outcome of the application.
5. If application is successful, arrange payment of full grant amount from PRB to the referring agency within five (5) working days for administration/acquittal.
 - a. If application unsuccessful, discuss reasons with the PRB Coordinator then either resubmit application or undertake further work with young person to address any ongoing issues or barriers identified through the assessment process.
6. For successful applications, continue to assist the young person with searching for private rental, or other support required to ensure tenancy agreement is obtained. Arrange for expenditure of grant in relevant components, as per approved grant application.
7. Three (3) months after grant approved, submit first Acquittal Form, including any variations to expenditure.
8. Six (6) months after grant approved, submit second Acquittal Form ONLY IF a nil expenditure acquittal had been submitted at the three month stage. Note: if no funds have been expended by this stage, all funds must be returned in full to the PRB.
9. Once all funds have been expended (typically 12 months after the tenancy commences), submit Final Acquittal Form to the PRB.



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Acquittal Form

FAX COMPLETED FORM TO: JAMES DONELLY, FAX NO. (03) 9348 9276

To be completed by PRB Coordinator

Agency: _____

Client name: _____

Tenancy agreement commenced: _____

APPROVED GRANT AMOUNT

Date Approved: _____

	Budgeting Incentive	Tenancy Setup Costs	Property Enhancement Grant	Total Grant
\$				\$
%				<i>Must total 100%</i>

To be completed by Case Manager

3 MONTH ACQUITTAL

Acquittal Date: _____

	Budgeting Incentive expended	Tenancy Setup Costs expended	Property Enhancement Grant expended	Total Grant expended
\$				\$

Any variations to expenditure (as approved) must be noted at each stage of acquittal. If none of the grant has been expended after 3 months, a written explanation must be provided to the PRB Coordinator alongside this acquittal form identifying the reasons why, and explaining what steps have been put in place to ensure expenditure commences within next 3 months.



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PRIVATE RENTAL BROKERAGE (PBR)

6 MONTH ACQUITTAL

Acquittal Date: _____

	Budgeting Incentive expended	Tenancy Setup Costs expended	Property Enhancement Grant expended	Total Grant expended
\$				\$

If none of the grant has been spent by now, ALL FUNDS must be returned to the PRB Coordinator.

FINAL ACQUITTAL

Acquittal Date: _____

	Budgeting Incentive expended	Tenancy Setup Costs expended	Property Enhancement Grant expended	Total Grant expended
\$				\$