



CREATING CONNECTIONS

North/West Metropolitan Region

PRIVATE RENTAL BROKERAGE (PRB)

Application Form

Date of application	
Worker name	
Agency name/phone	Ph:
Client Name	
Accompanying children?	Number: Ages:
Photo identification?	<input type="checkbox"/> Yes <input type="checkbox"/> No
Health Care Card?	<input type="checkbox"/> Yes <input type="checkbox"/> No
Cultural Background or Identity	
Consent obtained?	<input type="checkbox"/> Yes <input type="checkbox"/> No

ELIGIBILITY

Client's date of birth	
Current support from referring agency	Date commenced: Estimated length of support period: Current level of support: <input type="checkbox"/> High (weekly) <input type="checkbox"/> Medium (fortnightly) <input type="checkbox"/> Low (monthly)
Current address (suburb only if secure address):	Postcode:
Type of current accommodation	<input type="checkbox"/> THM <input type="checkbox"/> Refuge <input type="checkbox"/> Other (list) Period of time in this property: _____



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Current employment/education status	<input type="checkbox"/> Employed <input type="checkbox"/> Permanent <input type="checkbox"/> Casual <input type="checkbox"/> Seeking employment <input type="checkbox"/> Engaged in education/training <input type="checkbox"/> Exploring education/training opportunities
Current income amount	\$_____ per week (without Rent Assistance) \$_____ per week (including Rent Assistance) <input type="checkbox"/> Centrelink benefit (type): _____ OR <input type="checkbox"/> Salary (indicate permanent OR casual) Period of time on this income: _____ <input type="checkbox"/> Evidence of current income sighted (Employer's Declaration or Centrelink Statement)
Work history	Previous employment history (list from most recent): 1. (Employer) (Role) (Dates of employment) (Permanent or casual) 2. (Employer) (Role) (Dates of employment) (Permanent or casual) 3. (Employer) (Role) (Dates of employment) (Permanent or casual)



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Commitment to private rental	Evidence that the client is committed to private rental as a long term housing option: Evidence that the client is aware of their rights and responsibilities as a tenant under the Residential Tenancies Act:
Sustainability of private rental	Reasons why the client considers themselves capable of sustaining their private rental property once the brokerage period has finished:

To be completed by the PRB Coordinator

PRB Assessment: Eligibility criteria MET NOT MET

Areas that require further information/evidence of meeting criteria:



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READINESS

Describe/provide evidence of how the client has demonstrated an appropriate level of skills in the following areas, making them ready to enter a legally binding tenancy agreement:

SKILLS	EVIDENCE / COMMENTS
Weekly/monthly budgeting	<input type="checkbox"/> Budget Sheet A completed & attached (MANDATORY)
Communication skills	
Interpersonal skills	
Community connections	
Engagement with case worker	

Rental History:

Provide details for each previous time in independent rental accommodation (i.e. not with parents/guardian) – if more than three, attach a separate sheet with details:

	Rental 1	Rental 2	Rental 3
Type of property	<input type="checkbox"/> Private rental <input type="checkbox"/> Transitional h'sing <input type="checkbox"/> Other (list)	<input type="checkbox"/> Private rental <input type="checkbox"/> Transitional h'sing <input type="checkbox"/> Other (list)	<input type="checkbox"/> Private rental <input type="checkbox"/> Transitional h'sing <input type="checkbox"/> Other (list)
Household type	<input type="checkbox"/> Sole occupant <input type="checkbox"/> Share house	<input type="checkbox"/> Sole occupant <input type="checkbox"/> Share house	<input type="checkbox"/> Sole occupant <input type="checkbox"/> Share house
Legal status of tenancy	<input type="checkbox"/> Signatory to tenancy agreement <input type="checkbox"/> As a sub-tenant (share house)	<input type="checkbox"/> Signatory to tenancy agreement <input type="checkbox"/> As a sub-tenant (share house)	<input type="checkbox"/> Signatory to tenancy agreement <input type="checkbox"/> As a sub-tenant (share house)



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Dates of tenancy (start and finish dates)			
Reason for ending tenancy			

Difficulties with previous tenancies?	<p>If the young person has ever been evicted or asked to leave a rental property by other tenants/landlord, what were the reasons?</p> <p>Is there any reason to believe the client has been 'blacklisted' on a tenancy database?</p> <p><input type="checkbox"/> Yes <input type="checkbox"/> No</p> <p>If yes, WHEN did it occur and HOW has this been resolved?</p>
Rental References	<p>At least two rental references have been provided by young person (including contact details and relationship to landlord):</p> <p><input type="checkbox"/> Yes <input type="checkbox"/> No</p>



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<p>Recent attempts to access rental housing</p>	<p>How long has the client been applying for private rental?</p> <p>What reasons have been given (if any) for their attempts to be unsuccessful to date?</p>
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To be completed by the PRB Coordinator

PRB Assessment: Client meets Readiness criteria YES NO

Areas that require further information/evidence of meeting criteria:



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CAPACITY

Housing Plan and Preferences

What type of housing is the client looking for?	Property type <input type="checkbox"/> Unit <input type="checkbox"/> House <input type="checkbox"/> Other _____ Size <input type="checkbox"/> 1 bed <input type="checkbox"/> 2 bed <input type="checkbox"/> 3+ bed Type of occupancy <input type="checkbox"/> Sole occupant <input type="checkbox"/> Shared
Location of housing	What suburbs/areas are being considered? Why these areas?
Affordability	What are the medium rents for the type of housing being sought in these areas? (see Rental Report figures available at www.vinnies.org.au/prb) \$ _____ per week \$ _____ per calendar month What is the MAXIMUM the client can afford to pay as weekly rent? \$ _____ per week _____ % of weekly income
Estimated assistance required	Estimated shortfall in weekly rent \$ _____ per week (AVERAGE) Estimated shortfall over 12 months \$ _____



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REQUEST FOR ASSISTANCE

Based on the client's needs outlined above and the program guidelines, estimate the total grant required and the proposed % allocation across each category:

	Budgeting Incentive	Tenancy Setup Costs	Property Enhancement Grant	Total Grant
\$				\$
%				<i>Must total 100%</i>
	<i>< 100%</i>	<i>< 50%</i>	<i>< 25%</i>	<i>Maximum % of grant allowed under Guidelines</i>



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BUDGET SHEET A

Income	Week	Month (week x 4.33)
Salary/benefit		
Rent Assistance		
Other		
Total		

Existing debts/loans (total) \$ _____ Repayment plan \$ _____ per week

Expenditure	Week	Month (week x 4.33)
Debt repayment		
Rent		
Groceries		
Take away food/snacks/drinks		
Utilities:(combined or individually		
<input type="checkbox"/> Electricity		
<input type="checkbox"/> Gas		
<input type="checkbox"/> Phone (home and mobile)		
<input type="checkbox"/> Water usage		
Public transport/taxis		



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Vehicle (including loan repayments, petrol, licence, registration, maintenance, insurance, etc)		
Clothes		
Entertainment/hobbies		
Medical bills/chemist		
Other expenditure (list)		
Total		

Current disposable income (income minus expenditure)		
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CONTACT

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