



CREATING CONNECTIONS

North/West Metropolitan Region

PRIVATE RENTAL BROKERAGE (PRB)

Roles and Responsibilities

The following table outlines the general roles and responsibilities of the various parties in accessing and utilising the financial brokerage products available under this program.

PRB Worker	Case Worker	Young Person
<ul style="list-style-type: none"> Assess application form based on assessment guidelines Advise case manager of results of the application For <i>successful</i> applications, advise case manager and arranging for payment of the grant in full to the referring agency for administration and acquittal For <i>unsuccessful</i> applications, provide suggestions to case manager for improving client eligibility for the program in future applications Ensure acquittal of all grants by case manager Monitor program outcomes and evaluation processes Provide secondary consultation and support services to support agencies around private rental access in the Region 	<ul style="list-style-type: none"> Discuss with young person their suitability for private rental Become familiar with PRB program goals and guidelines Ensure that young person meets eligibility criteria for the PRB program Complete 'Application Form' and submit to PRB Coordinator Provide additional information where requested to support the application For <i>successful applications</i>, work with client to source, attain and retain an appropriate private rental property – based on the client's needs For <i>unsuccessful applications</i>, work with client to improve chances of access in future Receive and arrange payment of funds to appropriate third parties (landlords/agents/client) Acquit payment as required by the PRB program Liaise with agent/landlord on behalf of the client if required in relation to their tenancy 	<ul style="list-style-type: none"> Demonstrate commitment to private rental as a long term housing option Provide all relevant information to case manager to support application Undertake any education/skills training as suggested (eg budgeting, living skills, etc) Become familiar with the rights and responsibilities of tenants and landlords Work with case manager to complete housing plan – including sourcing, attaining and maintaining a tenancy agreement Adhere to all terms and conditions of the assistance package and advising case manager of any potential issues or problems Submit application form to landlord/agent Sign tenancy agreement and meeting all obligations under the Tenancy Act Meet all rental payments (including full payments after program contributions cease)



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PRB Worker	Case Worker	Young Person
	<ul style="list-style-type: none">Assist young person with tenancy setup (including removal and furniture acquisition) and support for at least the first 3 months of their tenancy	