

APPLICANT INFORMATION SHEET



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City West Housing Pty Ltd | ABN 47 065 314 758

ABOUT CITY WEST HOUSING

City West Housing was set up in 1994 as a non-profit company to provide affordable housing for people living or working in the City of Sydney Local Government Area who are unable to secure affordable, long term housing in the local area. As an affordable housing provider, we aim to strengthen the link between gaining and sustaining employment and affordable living.

WHO IS ELIGIBLE FOR HOUSING?

To be eligible for housing with City West Housing, you must meet the following criteria:

1. INCOME

Your gross household income (before tax) must be under \$101,400

2. LOCAL CONNECTION

You must currently be living or working within the City of Sydney LGA. You can find the listed suburbs on our website.

3. HOUSING NEED

You must currently be living in housing which is unaffordable, unsuitable or inadequate for your needs.

4. FINANCIAL CIRCUMSTANCES

You must not own assets or property which could reasonably be expected to solve your housing needs.

5. RESIDENCY

You must be permanent resident of Australia.

HOW DOES THE APPLICATION PROCESS WORK?

Once a completed expression of interest has been received, it will be assessed to determine if you meet the eligibility criteria. You will receive a letter within 28 days to advise the outcome. If you are eligible, you will be placed on our Housing Register.

While you are on the housing register, you are required to keep all contact and income details up to date. You will be asked to update your details annually. Alternatively, if your situation changes, you must notify City West Housing within 30 days.

When you get close to the time when we might be making you an offer of housing, you will be required to complete a Formal Application which will go into more depth about your household and your financial situation. All occupants over the age of 18 will also be required to complete a separate form.

Once these are returned, your application will be properly assessed and your eligibility will be confirmed.

WHAT TYPE OF HOUSING IS AVAILABLE?

City West Housing has over 720 properties, which are mostly one, two and three bedroom units.

All properties are located within the City of Sydney Local Government Area. We currently have properties in Pyrmont, Ultimo, Green Square, Eveleigh and Zetland.

HOW LONG WILL I WAIT ON THE REGISTER OF INTEREST?

There is a broad range of factors that must be considered when matching vacant properties with applicants, these include application date, bedroom eligibility, income band and other factors. City West Housing cannot provide an estimate of the likely waiting time for a property.

It is important to note that eligible applicants are not guaranteed housing.

HOW MANY OFFERS WILL I RECEIVE?

Applicants will receive one reasonable offer of housing. A 'reasonable offer of housing' is one that takes into account the applicants housing requirements during the application assessment. Any requirements that may affect the acceptance of a property, must be disclosed in your expression of interest. City West Housing will not accept area preferences unless sufficient evidence is provided.

A refusal of a reasonable offer of housing will result in your application being withdrawn.

WHAT SIZE PROPERTY AM I ELIGIBLE FOR?

The standard bedroom entitlements for City West Housing properties are defined below:

Household Composition	Entitlement
Single Person	Studio / One bedroom
Couple	One bedroom
Children over 18	One bedroom
Children under 18	Refer to below

Same sex children up to 18 years of age are expected to share a bedroom, whilst male and female children are expected to share a bedroom until one of the children reaches 10 years of age.

CUSTODY

If you have shared custody of the child/children for 3 days per week or more, they are considered to be a part of the household and will be eligible for bedrooms in line with the table above.

HOW MUCH RENT WILL I PAY?

In line with City West Housing's Rent Policy, your rent amount will be calculated based on the gross household income. Rent contributions are set between 25% - 30% of gross household income, depending on which band you fall into. Please see table below:

Band	Total Household Income	Percentage of Income
Band 1	Below \$42,299	25%
Band 2	\$42,300 to \$67,599	27.5%
Band 3	\$67,600 to \$101,400	30%

Household rent contributions are reviewed regularly to take account of changes to your income. The amount you pay will increase or decrease in accordance with your household's gross income and in line with City West Housing's Rent Policy.

DO I NEED TO PAY BOND?

Yes. The bond required is equal to 4 weeks rent.

IS THERE PARKING AVAILABLE?

Many of our buildings have some parking but it is limited. Parking cannot be guaranteed for any of our properties.

If you are housed in a property that offers parking, applications are taken annually and parking spots are reviewed. These are allocated on a needs basis and tenants must be up to date with rent and have a vehicle registered in their name to be considered.

ALTERNATIVE HOUSING OPTIONS

City West Housing encourages all applicants to explore their housing options. It is important to remember that City West Housing cannot guarantee housing, even to those who are eligible and waiting on our housing register.

You may wish to explore your options with Housing Pathways. Housing Pathways is a common housing register for public and community housing in NSW.

For more information on Housing Pathways, you can:

- Contact your local Family and Community Services (FACS) office or participating community housing providers
- Call 1300 HOUSING (1300 468 746)
- Visit www.housingpathways.nsw.gov.au

HOMELESSNESS

City West Housing does not provide crisis accommodation.

If you are homeless or at a risk of becoming homeless, you may wish to contact Link2Home which is a state-wide homelessness information and referral telephone service. The service provides information, conducts assessments, as well as makes referrals to homelessness services across NSW.

Link2Home is available 24/7, 365 days a year. You can contact them on 1800 152 152.