



EVIDENCE GUIDE

PURPOSE

The following tables provide guidance on the types of evidence City West Housing accepts for:

1.	Proof of Identity	2
2.	Living or working in the City of Sydney	2
3.	Australian citizenship.....	3
4.	Australian residency status/visa category	3
5.	Income	4
6.	Physical risk of harm	5
7.	Threat of Homelessness	6
8.	Current Housing is unsuitable.....	6
9.	Disability or Medical Needs	7
10.	Aboriginal or Torres Strait Islander	8



1. PROOF OF IDENTITY

TWO FROM A DIFFERENT SOURCE FROM THIS LIST:

<input type="checkbox"/>	Income Confirmation Scheme (ICS) Consent Authority
<input type="checkbox"/>	Centrelink Health Care Card, Pensioner Concession Card, Seniors Health Care Card or Centrelink Income Statement
<input type="checkbox"/>	Birth certificate
<input type="checkbox"/>	Medicare card
<input type="checkbox"/>	Marriage certificate
<input type="checkbox"/>	Motor vehicle driver's licence
<input type="checkbox"/>	NSW photo card from the Roads and Maritime Services
<input type="checkbox"/>	Baptism certificate
<input type="checkbox"/>	Passport
<input type="checkbox"/>	Australian citizenship certificate/papers or visa papers
<input type="checkbox"/>	Confirmation of Aboriginal or Torres Strait Islander descent – (NB CWH does not require confirmation of ATSI descent)
<input type="checkbox"/>	Corrective Services NSW Confirmation of Identity and NSW Residency
<input type="checkbox"/>	Identification by a person acceptable to your social housing provider such as a representative from Department of Communities and Justice, Centrelink or another welfare agency, but not a social housing provider employee

2. LIVING OR WORKING IN THE CITY OF SYDNEY

PROOF OF LIVING OR WORKING IN THE CITY OF SYDNEY: ONE FROM THE FOLLOWING

<input type="checkbox"/>	Payslip with work address/location shown
<input type="checkbox"/>	Letter from employer confirming work address/location
<input type="checkbox"/>	If your nominated residential address is a property owned by Department of Communities and Justice (DCJ) or a community housing provider, confirmation from the housing provider that you are not the head tenant but are a registered member of the household
<input type="checkbox"/>	Most recent utility bill
<input type="checkbox"/>	Current "fixed term" lease agreement – if your lease agreement has expired but you remain on at the property, i.e., you have a periodic lease agreement, you must supply a current tenancy ledger or confirmation from your property manager that you are currently residing at that property and the amount of rent paid)
<input type="checkbox"/>	Current tenant ledger
<input type="checkbox"/>	If staying with family/friends in private rental or in a privately owned property, you will need to provide evidence of their current fixed term lease agreement or ownership and statutory declaration confirming you are currently residing at the property and your contribution towards rent

3. AUSTRALIAN CITIZENSHIP

PROOF OF AUSTRALIAN CITIZENSHIP: ONE FROM THE FOLLOWING

<input type="checkbox"/>	Australian birth certificate
<input type="checkbox"/>	Australian Passport
<input type="checkbox"/>	Australian citizenship certificate/papers

Income Confirmation Scheme (ICS) Consent Authority or a Centrelink Income Statement if one of the following primary payments is received:

<input type="checkbox"/>	Disability Support Pension (DSP)
<input type="checkbox"/>	Newstart Allowance
<input type="checkbox"/>	Age Pension
<input type="checkbox"/>	Parenting Payment
<input type="checkbox"/>	Youth Allowance
<input type="checkbox"/>	ABSTUDY
<input type="checkbox"/>	AUSTUDY
<input type="checkbox"/>	Carer Payment
<input type="checkbox"/>	Sickness Benefit

4. AUSTRALIAN RESIDENCY STATUS/VISA CATEGORY

PROOF OF AUSTRALIAN RESIDENCY STATUS/VISA CATEGORY: AT LEAST ONE FROM:

<input type="checkbox"/>	Certificate of Evidence of Resident Status (issued by the Department of Immigration and Border Protection)
<input type="checkbox"/>	Visa papers
<input type="checkbox"/>	Visa grant notification letter (issued by the Department of Immigration and Border Protection)
<input type="checkbox"/>	Confirmation of your visa details from the Visa Entitlement Verification Online service (VEVO) provided by the Department of Immigration and Border Protection
<input type="checkbox"/>	New Zealand passport stamped with an arrival date (a Special Category Visa) Protected Special Category Visa
<input type="checkbox"/>	Passport with an Australian visa label

Income Confirmation Scheme (ICS) Consent Authority or a Centrelink Income Statement if one of the following primary payments is received:

<input type="checkbox"/>	Disability Support Pension (DSP)
<input type="checkbox"/>	Newstart Allowance
<input type="checkbox"/>	Age Pension
<input type="checkbox"/>	Parenting Payment
<input type="checkbox"/>	Youth Allowance
<input type="checkbox"/>	ABSTUDY
<input type="checkbox"/>	AUSTUDY
<input type="checkbox"/>	Carer Payment

PROOF OF AUSTRALIAN RESIDENCY STATUS/VISA CATEGORY: AT LEAST ONE FROM:

<input type="checkbox"/>	Sickness Benefit
--------------------------	------------------

5. INCOME

PROOF OF INCOME: AS MANY AS ARE AVAILABLE
GOVERNMENT PAYMENTS

<input type="checkbox"/>	Centrelink: Income Confirmation Consent Form (ICS) - CWH can access Income Statement directly from Centrelink
<input type="checkbox"/>	Centrelink: Centrelink Income Statement
<input type="checkbox"/>	Dept Veterans Affairs: Statement from Department of Veterans Affairs showing receipt of a pension

CHILD SUPPORT

<input type="checkbox"/>	Child Support (with Centrelink): the amount of child support declared in the income statement from Centrelink will be used
<input type="checkbox"/>	No Centrelink - Transaction statement from the Child Support Agency is preferred

EMPLOYMENT

<input type="checkbox"/>	Tax return (most recent) plus most recent payslip NOTE: A copy of the complete Tax return OR "Confirmation of Non-Lodgement Advice" from the ATO are mandatory and must be supplied by all applicants
<input type="checkbox"/>	If one employer for the whole period, most recent payslip if it has a year-to-date figure on it or if not, then last 3 months of payslips.
<input type="checkbox"/>	If multiple employers for the period, then most recent payslip for each if they have a year-to-date figure OR the last 3 months of payslips
<input type="checkbox"/>	Profit and loss statement completed by an accountant
<input type="checkbox"/>	Most recent business tax return

OTHER

<input type="checkbox"/>	Letter or statement from an overseas government detailing the amount you receive
<input type="checkbox"/>	Letter or statement from Work Cover or insurance company detailing the amount you receive
<input type="checkbox"/>	Letter or statement from a finance or investment company showing any money paid.
<input type="checkbox"/>	Letter from a company or agency showing the type, amount and frequency of payments.

SAVINGS/FINANCIAL ASSETS

<input type="checkbox"/>	Letter or statement from a finance or investment company showing any money paid.
--------------------------	--

6. PHYSICAL RISK OF HARM

If you are applying for housing because of domestic/family violence, violence and/or threats from another person, a child in your care is at risk, or because of harassments from another person you will need to provide documents to support your claim.

DOCUMENTS THAT SUPPORT YOUR EXPERIENCE OF VIOLENCE OR RISK OF HARM

Domestic Violence/family violence or threats and/or violence from another person

<input type="checkbox"/>	Police reports or statements
<input type="checkbox"/>	Apprehended Violence Order
<input type="checkbox"/>	Granted a refugee 'Woman at risk' visa (subclass 204). As your circumstances may have changed since the visa issue date, we may require additional supporting documentation showing how you remain at risk
<input type="checkbox"/>	Your request for assistance from a government agency
<input type="checkbox"/>	Notices from court or a letter from a solicitor
<input type="checkbox"/>	Medical assessment form completed by a health professional confirming your situation
<input type="checkbox"/>	Letter or report from a doctor, health professional, social worker, migrant resource service, a recognised domestic violence service, refuge or other support agency worker
<input type="checkbox"/>	Statutory Declaration form completed by a third party such as a relative, friend, or neighbour

A child in your care is at risk

<input type="checkbox"/>	Report or letter from NSW Department of Communities and Justice (DCJ) – Community Services or Corrective Services NSW
<input type="checkbox"/>	Report or letter from a social worker
<input type="checkbox"/>	Notices from court
<input type="checkbox"/>	Report or letter from a community support agency such as a refuge, community centre or neighbourhood centre worker
<input type="checkbox"/>	Report or assessment from a medical practitioner or health professional (including a mental health case manager)
<input type="checkbox"/>	Report or letter from a school Principal or school Counsellor

Harassment from another person

<input type="checkbox"/>	Report from a mediation session with a Community Justice Centre or a recognised mediation service
<input type="checkbox"/>	Report or letter from a community support agency such as a refuge, community centre or neighbourhood centre worker confirming the incidents are ongoing and/or escalating in seriousness
<input type="checkbox"/>	Statutory Declaration form completed by a third party such as a relative, friend, or neighbour

7. THREAT OF HOMELESSNESS

Provide all applicable from this list that shows why you are at risk of becoming homeless, when you might become homeless (if you know) and why you are unable to stay there any longer (e.g. a date that you will be leaving hospital or gaol).

DOCUMENTS THAT SHOW YOU NEED TO LEAVE THE PLACE YOU ARE STAYING AND YOU HAVE NOWHERE ELSE TO LIVE

<input type="checkbox"/>	Referral or confirmation from a refuge, crisis or emergency or other supported accommodation provider
<input type="checkbox"/>	Referral or letter from a hospital, mental health facility, disability support facility or a rehabilitation facility
<input type="checkbox"/>	Referral or letter from a juvenile detention centre, gaol or probation and parole
<input type="checkbox"/>	Documents from a government agency such as DCJ – Community Services
<input type="checkbox"/>	Documents from a support organisation such as the NSW Service for the Treatment and Rehabilitation of Torture and Trauma Survivors (STARTTS)
<input type="checkbox"/>	Release papers from gaol
<input type="checkbox"/>	Letter from support worker/advocate (with details on current situation and ability to find other accommodation)
<input type="checkbox"/>	Notice of Termination
<input type="checkbox"/>	Warrant of Possession
<input type="checkbox"/>	Letter from a boarding/guest house, caravan park or other accommodation provider
<input type="checkbox"/>	Statutory Declaration form completed by a family or friend providing current accommodation that outlines reasons why they cannot provide you with longer term accommodation

8. CURRENT HOUSING IS UNSUITABLE

EVIDENCE CURRENT HOUSING IS UNSUITABLE

<input type="checkbox"/>	Report or letter from a medical specialist, psychiatrist or general practitioner
<input type="checkbox"/>	Report or letter from a health care worker such as a community nurse, occupational therapist or physiotherapist
<input type="checkbox"/>	Report or letter from support agencies such as Home & Community Care Program, Home Nursing Service, Aged Care Assessment Team, Community Centre, Neighbourhood Centre or NSW Service for the Treatment and Rehabilitation of Torture and Trauma Survivors (STARTTS)
<input type="checkbox"/>	Letter from a government agency such as DCJ - Community Services
<input type="checkbox"/>	Letter to confirm that an additional household member will be released from gaol, a juvenile detention centre, disability support facility, mental health facility, state care facility or hospital
<input type="checkbox"/>	Proof regarding separation (e.g., Family Court papers, Apprehended Violence Order, etc)
<input type="checkbox"/>	Housing Statement or Statutory Declaration form completed by family members explaining the reasons why your household is unable to live together

EVIDENCE CURRENT HOUSING IS UNSUITABLE

<input type="checkbox"/>	Overcrowding - Legal documents confirming family reunion, placement of children or custody of children
<input type="checkbox"/>	Overcrowding - Report or letter from a support agency confirming severe behavioural problems
<input type="checkbox"/>	Overcrowding - Lease agreement if renting privately
<input type="checkbox"/>	Overcrowding - Centrelink Income Statement showing the number of dependent children
<input type="checkbox"/>	Overcrowding - Proof of address for each person living with you (e.g. driver's licence, mobile phone bill or Centrelink Income Statement)
<input type="checkbox"/>	Child returning from out of home care - Written correspondence from a DCJ - Community Services staff member
<input type="checkbox"/>	Child returning from out of home care - Notices from court
<input type="checkbox"/>	Family break up - Letter or report from a social worker, community worker, or Neighbourhood Centre confirming family break-up
<input type="checkbox"/>	Family break up - Centrelink Income Statement demonstrating change of payment from partnered to single
<input type="checkbox"/>	Family break up - Evidence of new residential address if moved from a social housing property (e.g. a driver's licence, mobile phone bill or Centrelink Income Statement)
<input type="checkbox"/>	Substandard property conditions - Photographs of the property
<input type="checkbox"/>	Substandard property conditions - Property condition report
<input type="checkbox"/>	Substandard property conditions - Advice from local Council stating the property is in a substandard condition
<input type="checkbox"/>	Substandard property conditions - Advice from a tenancy advocacy service or action taken against the landlord in the NSW Civil and Administrative Tribunal (NCAT),
<input type="checkbox"/>	Substandard property conditions - Medical Assessment form detailing why the accommodation is substandard, and how this affects a medical condition or disability
<input type="checkbox"/>	Substandard property conditions - Letter from a support worker or advocate
<input type="checkbox"/>	Lack of essential facilities - Photographs of the property
<input type="checkbox"/>	Lack of essential facilities - Property condition report
<input type="checkbox"/>	Lack of essential facilities - Advice from a tenancy advocacy service or action taken against the landlord in the NSW Civil and Administrative Tribunal (NCAT)

9. DISABILITY OR MEDICAL NEEDS

Provide all applicable from this list for each person on your application with a disability or ongoing medical condition:

PROOF OF DISABILITY OR ONGOING MEDICAL CONDITION

Proof of disability or ongoing medical condition

<input type="checkbox"/>	Medical Assessment form completed by a relevant health professional detailing the disability or ongoing medical condition and the impact it has on housing need
<input type="checkbox"/>	Report or letter from a specialist, psychiatrist, doctor or mental health worker detailing the disability or ongoing medical condition and the impact it has on housing need

PROOF OF DISABILITY OR ONGOING MEDICAL CONDITION

<input type="checkbox"/>	Report from an Occupational Therapist containing specifications of any modifications required
<input type="checkbox"/>	Independent Living Skills Assessment form completed by a health professional or support provider, if required

10. ABORIGINAL OR TORRES STRAIT ISLANDER

CONFIRMATION OF ABORIGINAL OR TORRES STRAIT ISLANDER DESCENT

<input type="checkbox"/>	<p>Letter from a Local Aboriginal Land Council (LALC) confirming your acceptance as a member of the LALC.</p> <p>The letter must be:</p> <ul style="list-style-type: none"> • on LALC letterhead • signed by either the LALC Chairperson or Chief Executive Officer
<input type="checkbox"/>	<p>Letter of confirmation from an Aboriginal community organisation.</p> <p>The letter must be:</p> <ul style="list-style-type: none"> • from a registered Aboriginal community organisation that is: <ul style="list-style-type: none"> - an Aboriginal association incorporated under the Corporations (Aboriginal and Torres Strait Islander Act 2006 (formerly the Aboriginal Councils and Associations Act 1976), or - an incorporated Aboriginal community organisation where all the members of the organisation are Aboriginal, Torres Strait Islander or both, and • be on the organisation's letterhead, and • state that you are of Aboriginal descent, and identify as an Aboriginal person, and are accepted by the Aboriginal community as an Aboriginal person, and • state that your Aboriginality has been confirmed and resolved at a duly constituted meeting of the organisation's governing body, and • be signed in accordance with the rules of the organisation
<input type="checkbox"/>	Letter from the Stolen Generations Reparations Scheme confirming a successful reparation claim
<input type="checkbox"/>	Letter from a Stolen Generations Organisation acknowledging you as a Stolen Generations Survivor