

Allocations (Lodging & Shared) Policy

Purpose

Foundation Housing has a commitment to providing secure, affordable, and appropriate housing to those on low to moderate incomes. This policy provides the framework for how Foundation Housing will manage applications and determine whether an applicant is eligible for lodging/share house accommodation.

Definitions

Lodging and Shared Houses - Accommodation for single persons in a communal living environment

Waitlist is a list of people eligible for lodging accommodation held by the organisation in order to allocate accommodation at a later date.

Scope

This policy applies to all applicants that apply for Foundation Housing lodging or share house accommodation.

Applicants

Applicants will be selected from the Foundation Housing Lodging accommodation waitlist, according to waitlist registration date and suitability to current vacancies.

Applying

- Application for the waitlist must be made via an online form available from the FHL website
- Incomplete applications will not be assessed.
- All eligible applicants must attend an interview to determine their suitability before an offer of accommodation will be made.

Allocations

Foundation Housing aims to create and maintain long term and sustainable accommodation, wherever possible, by:

- Undertaking a rigorous and sensitive allocation and interview process to ensure applicants are offered accommodation that best suits their needs and is sustainable;
- Managing an appropriate demographic mix to ensure the Lodge can be safely managed, which may include reference to factors such as age, gender, employment status, support needs and others as appropriate; and

- Considering the support needs and vulnerability indicators of residents when making offers of accommodation.

Offers of Accommodation

If an application is approved, the applicant will be given up to two offers of accommodation in their area of choice. If they do not accept the second offer, they will be taken off the waitlist for a period of six months.

FHL will make every effort to contact applicants using the contact information provided on their application.

If an applicant cannot be contacted using the contact details provided on their application, or if they do not respond to attempts to make contact, they will be taken off the waitlist until such time as they re-apply. If the applicant makes contact within 28 days of the date they were removed from the waitlist, their application may be re-instated.

Eligibility

To be eligible for lodging accommodation, applicants must:

- Be over 24 years old.
- Have a regular source of income e.g. Centrelink payment, wages.
- Meet community housing income and assets eligibility criteria.
- Not own property (see exceptions).
- Be a resident of Western Australia at the time of application and allocation.
- Be able to live independently (with external support if required).
- Be willing to abide by the terms of the Licence to Occupy and House Rules.



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- Be willing and able to live communally and use shared facilities
- Meet any additional requirements for specific properties.

Further criteria that will apply:

- Applicants needing external support to sustain their housing will be required to demonstrate that such support is in place before being allocated a lodging room.
- Applicants with an outstanding debt to Foundation Housing must enter into an agreement to repay the debt before being allocated housing.
- Applicants who have previously been evicted by FHL for violent or anti-social behaviour will need to demonstrate positive change. A six month 'cooling off' period is required for re-entry into Lodging and Shared Housing.

Exceptions

Applicants who own a property (wholly or jointly), may be eligible to apply for housing where there are special circumstances relating to immediate disposal of the property and sale of the property will be concluded at the time of the allocation of a property.

Examples of special circumstances include:

- Property settlement procedures due to marital breakdown.
- An applicant escaping domestic violence.
- An applicant whose existing home is unsuitable, due to disability or other factors.

The Lodging Team Leader will assess any such exceptions and forward them to their line manager to approve on a case by case basis.

Proof of eligibility

Foundation Housing requires written proof of income before allocating a home. For those on a non-regular

income, income will be taken as an average gross income of a four-week period. Foundation Housing will ask applicants to sign a document confirming the assets owned at the time of allocation.

Related Documents

Department of Communities' *Community Housing Income and Asset Limits Policy*
 FHL License to Occupy
 FHL House Rules

Document Control

Approving Body:

Executive Owner:

Functional Manager:

Date of Approval:

Review Date:

Document History		
Date	Changes	Author