



FORM | APPLICATION FOR ELIGIBILITY

Document Code	CEACA-FRM-002
Date Effective	01/09/2023
Version Number	5.1

Surname:	
First names:	

Please tick the boxes

Title: Mr Mrs Miss Ms Male Female Other

Contact address:			
		Postcode:	
Telephone:		Mobile:	
Email Address:			
Date of Birth:		Marital Status: Married <input type="checkbox"/> Single <input type="checkbox"/> Widow <input type="checkbox"/> Other <input type="checkbox"/>	
Next of Kin:		Telephone:	
Address:		Postcode:	

PETS

Do you have any pets? Yes No Note: Roosters/Chickens/Livestock not permitted.

If YES, please state number of pets, age(s) and breed(s) _____

Are you, your partner and/ or co-applicant/s own / part owner or are you in the process of buying residential land or property? Yes No

If you answered YES, what is the approximate value of the land or property? \$_____ (compulsory)

Are you currently renting this property out to a third party? Yes/No. If the answer is yes, what is the weekly rent? \$_____

Please give the reason for you not occupying these premises:

Type of Income (please tick) and provide a copy of your current "Centrelink Income Statement":

<input type="checkbox"/>	Commonwealth Aged	CRN:	
<input type="checkbox"/>	Disability Pension	CRN:	
<input type="checkbox"/>	Department of Veteran	CRN:	
<input type="checkbox"/>	Jobseeker	CRN:	
<input type="checkbox"/>	Carers Pension	CRN:	
<input type="checkbox"/>	Self-funded Retiree	Policy/Account No:	
	Other (eg. working)	Please specify:	



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Rental Reference

Have you or your partner previously rented accommodation:

Yes (Please complete rental referee details below). No

Previous Landlord's Name: _____ Phone No: _____

Have you applied for Homeswest housing? Yes/No

Are you currently on a Homeswest Waiting List? Yes/ No

Character Reference

A character reference must be provided **in writing** for both the Applicant and the Co-Applicant. The referee must have known the applicant(s) for 5+ years. The reference can be emailed to info@ceaca.org.au, sent to 0414 136 687 or uploaded as part of an online application.

Disability / Medical Information:

CEACA units are designed for independent living and as such, may assist tenants to source relevant local service providers to meet their ongoing needs, but will not recommend them. CEACA takes no responsibility for the provision of care or services by other agencies or providers.

It is the responsibility of the tenant to conduct the relevant checks prior to entering into any agreements with them. It is in your best interest to advise CEACA if anyone in your household has a disability or medical condition so that CEACA can provide you with the relevant contact details for services and organisations in the Wheatbelt area.

Do you have a registered disability and can provide proof of such (eg: DRN)? _____

Nature of Disability: _____

Preferred Area (Please Circle): Beacon, Bencubbin, Bruce Rock, Kellerberrin, Koorda, Kununoppin, Merredin, Mukinbudin, Nungarin, Southern Cross, Westonia, Wyalkatchem.

MAIN APPLICANT - INCOME AND ASSETS

This section must be completed. If you are unsure of what constitutes assets or other income, please feel free to contact us info@ceaca.org.au

Your Gross Fortnightly Income			Bank Savings (Total of all accounts)	Cash Assets (Definitions on Page 4 & 5) eg. Personal effects/vehicles	Other Income	Residency status
Govt Benefit type	Payment amount	Wages /Salary				

CO-APPLICANT

Please give details of anyone who will be residing in the unit with you.

Surname:							
First names:	Date of Birth:						
Address:							
Email:				Mobile No:			
Please tick the boxes							
Title:	Mr <input type="checkbox"/>	Mrs <input type="checkbox"/>	Miss <input type="checkbox"/>	Ms <input type="checkbox"/>	Male <input type="checkbox"/>	Female <input type="checkbox"/>	Other <input type="checkbox"/>

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CO-APPLICANT - INCOME AND ASSETS

This section must be completed. If you are unsure of what constitutes assets or other income, please feel free to contact us info@ceaca.org.au

Your Gross Fortnightly Income			Bank Savings (Total of all accounts)	Cash Assets (Definitions on Page 4 & 5) eg. Personal effects/vehicles	Other Income	Residency status
Govt Benefit type	Payment amount	Wages /Salary				

Is there any other information regarding your personal circumstances that may be relevant to your application?

Declaration:

I/We declare the information in the application is true and correct.

Signed (Applicant) _____ Date: _____

Signed (Co-Applicant) _____ Date: _____

Warning: It is important the details of your application are true and accurate. A false or misleading declaration will result in the withdrawal of your application and the loss of your place on the waiting list. If a unit is offered and the information given has been found to be misleading, CEACA reserve the right to issue a termination of lease.


By signing and submitting this application, you acknowledge that CEACA and their Managing Agents utilise the personal information contained in the form to assess your application and determine eligibility and as such, give CEACA permission to share this information with relevant personnel. Your information will not be shared for any other reason or purpose.

Note: Applicants who own or part-own property but are unable to reside in the property may be deemed eligible subject to consideration of their circumstances. Examples include: the property is uninhabitable; domestic violence; family separation; inherited property that has multiple owners or is interstate, seniors unable to live in their property because of mobility requirements; and/or properties that cannot be sold due to market or legal constraints.

Information To Be Attached To Application (All Applicants)

- Bank Statement(s) – Page showing balance only of all accounts
- Drivers Licence/Passport (Photo ID)
- Centrelink Statement
- Payslips x 2 (if applicable)
- Character Reference
- Landlord Reference
- Letter from GP confirming you able to live independently if applying for a Platinum/Disability Unit

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AFFORDABLE HOUSING INCOME AND ASSET LIMITS

Very Low-Income Limits (Band A)

To be assessed as Band A (Very Low) income, the combined weekly gross income of the applicant and co-applicant must be within the limits listed below.

Central East Wheatbelt Region (classified as Metro/Country - Department of Communities) As of 18 March 2024								
Number of people in household	Income Limit				Disability Income Limit			
	Single Income		Dual Income		Single Income		Dual Income	
	Weekly	Annual	Weekly	Annual	Weekly	Annual	Weekly	Annual
1	\$511	\$26,657			\$639	\$33,334		
2	\$661	\$34,483	\$770	\$40,169	\$827	\$43,142	\$963	\$50,237
3	\$776	\$40,482	\$890	\$46,429	\$970	\$50,602	\$1,113	\$58,062
4	\$896	\$46,742	\$1,030	\$53,732	\$1,120	\$58,427	\$1,288	\$67,191

Additional Limits Per Person

Additional Household Member	Income Limit		Disability Income Limit	
	Weekly	Annual	Weekly	Annual
1	\$115	\$6,000	\$145	\$7,565

Very Low-Income (Band A) Asset Eligibility Limits

The public housing cash asset limits listed in the table below applies to Band A tenants. To be eligible for Affordable housing, the household must be a gross annual income within the limits set out in the table.

Information sourced from "Community Housing & Income Assets Policy 2020" – latest update

Household type	Asset Limit
Single	\$38,400
Couples	\$63,800
Seniors 60 years plus (singles or couples)	\$80,000
People with disabilities	\$100,000


Cash assets include:

- Deposit in bank, credit union, building society, savings/cheque account, cash, term deposit, shares.
- Managed investments such as loans, debentures, friendly society and insurance bonds, unlisted equity and property trusts.

Assets *excluded* from assessment.

- Motor vehicle, antique furniture, stamp collection, life insurance policies.

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Superannuation

Superannuation and annuities that are not accessible are not assessed, but any annual income/return/dividend received are assessed as part of the income assessment process.

- **Superannuation funds for applicants under the age of 55 years:** Superannuation funds that cannot be realised (eg. Superannuation rollover fund) are not assessed as an asset.
- **Superannuation funds for applicants 55 years of age and over:** Where a lump sum superannuation payment is taken, it will be treated as a cash asset and any income derived will be assessed for eligibility and rent assessment purposes.

AFFORDABLE HOUSING INCOME AND ASSET LIMITS

Low Income Limits (Band B – 2023-24 NRAS Year).

To be eligible for (Band B) Low Income, the household must have a gross annual income within the limits set out in the table below.

Metro / Country (CEACA Region)	Initial Income Limit
First adult	\$58,905
First adult – sole parent	\$61,957
Each additional adult (Co-applicant)	\$22,536
Each child*	\$19,541

*Child means a person under 18 years of age who is financially dependent on an eligible tenant. If a person under 18 years of age is financially independent, they are considered an adult for NRAS purposes.

For ease of application, the initial and existing household income limits for various household compositions are shown in the table below.

Household Composition	Initial Income Limits	Existing Tenant Income Limit*
One adult	\$58,905	\$73,631
Two adults	\$81,441	\$101,801
Sole parent with one child	\$81,498	\$101,873
Sole parent with two children	\$101,039	\$126,299
Couple with one child	\$100,982	\$126,228
Couple with two children	\$120,523	\$150,654

*THIS COLUMN SHOWS FIGURES WHICH ARE 25% MORE THAN THE ORIGINAL HOUSEHOLD INCOME LIMITS. IF THE COMBINED GROSS HOUSEHOLD INCOME OF EXISTING TENANTS EXCEEDS THE INITIAL INCOME LIMIT BY 25% OR MORE IN 2 CONSECUTIVE ELIGIBILITY YEARS, THE TENANT(S) WILL CEASE TO BE ELIGIBLE TENANTS.

Low-Income (Band B) Asset Eligibility Limits (updated 7 July 2023)

ELIGIBILITY LIMITS ARE THE 'INITIAL HOUSEHOLD LIMITS' OF THE NATIONAL RENTAL AFFORDABILITY SCHEME (NRAS). THESE ARE INDEXED EACH NRAS YEAR, FROM 1 MAY TO 30 APRIL.

HOUSEHOLD TYPE	Asset Limit
Single	\$332,000
Partnered (combined)	\$412,500
Couple but separated due to illness (combined)	\$412,500

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- Any cash or money in bank, building society or credit union accounts (including interest free accounts), interest bearing deposits, fixed deposits, bonds, debentures, shares, property trusts, friendly society bonds and managed investments.
- Any assets held in superannuation and rollover funds if of Age Pension age.
- The value of:
 - Any real estate, including holiday homes owned (this does not include principal home).
 - Any businesses and farms, including goodwill (where goodwill is shown on the balance sheet).
 - Gifts worth more than \$10,000 in a single year or more than \$30,000 in a five-year period.
 - Any motor vehicles owned.
 - Any boats and caravans owned which are not used as a home.
 - Household contents and personal effects.
 - Any collections for trading, investment or hobby purposes.
 - Entry contribution to a retirement village if it is less than the difference between the homeowner's and non-homeowner's assets limits.
 - A life interest created by self or partner, or upon the death of partner.
 - Any loans (including interest-free loans) made to family trusts, members of the family, organisations.
 - The surrender value of life insurance policies;
 - Some income stream products.
 - The attributed value of a private trust or private company where a controller of that trust or company.
- Gross income is your total income before tax;
- Assessable income is the income which is used to assess your eligibility and rent.

NON-ASSESSABLE INCOME


We **do not** include the following benefits and allowances that are granted by Centrelink and Department of Veterans' Affairs because they are needed to assist with a particular situation or disability:

- Abstudy Incentive Allowance and Abstudy Incidentals Allowance
- Assistance for Isolated Children's Scheme (AIC) Austudy Pensioner Education Allowance/Supplement Austudy/Abstudy Fares Allowance
- Bereavement Payment (Centrelink)
- Carer Allowance Child Care Rebate Disability Costs District Allowance
- Double Orphan Pension
- Employment and Education Entry Payments
- Foster Carer Subsidy Foster Child Allowance Incentive Allowance
- Isolated Children's Allowance
- Maternity Allowance and Maternity Immunisation Allowance
- Mobility Allowance
- Multiple Birth Allowance
- Newborn Baby Upfront Payment and Newborn Supplement
- Orphan Allowance
- Pension Supplement
- Pharmaceutical Allowance (Centrelink) Portion of Austudy Loans Supplements Remote Area Allowance (Centrelink) Scholarship Allowance for Children Telephone Allowance (Centrelink) Training Allowance
- Ward of the State Allowance
- Work for the Dole income support supplement

Department of Veteran's Affairs Allowances

- Attendant's Allowance
- Car Maintenance Allowance Clothing Allowance Decoration Allowance
- Extreme Disability Adjustment
- Intermediate War Pension
- Prisoner of War (POW) Recognition Supplement
- Recreation Allowance
- Totally Permanent Invalid (TPI) War Pension
- War Disability Pension (UK also)

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CONDITIONS OF OCCUPANCY

1. All applicants with a disability will be asked to produce a letter from their GP confirming their ability to live independently.
2. All tenants are assessed and given a priority rating. The primary purpose of the CEACA independent living units is to provide affordable living options for those persons who are aged over 65 years or have been assessed as having a disability or neurological disorder.
3. If successful with the application, the applicant will be asked to enter into a Residential Tenancy Agreement with the nominated Managing Agent.

INFORMATION FOR PROSPECTIVE TENANTS

- ALL members of the CEACA Committee have signed Confidentiality Agreements.
- CEACA units are “Smoke-Free” independent living units. This is not negotiable and any evidence of smoking inside the units may result in a breach of lease notification being issued.

CEACA NOTICES

CEACA or their Managing Agents will send communications out to tenants relating to their property or other information relevant to tenants such as routine inspections, breach notices, maintenance works or emergency services. Due to the distances between the CEACA properties, availability of staff and delays with using the postal system, CEACA’s preferred method of communication is email. If you do not have access to email or would prefer a hard copy or SMS message, please circle one or both of the following:

- SMS
- Letter/Hard Copy

Acknowledgement

I/We acknowledge that CEACA will send notices to me/us relating to the property or other matters that are of consequence to tenants and give our permission to send them via the method selected.

Main Applicant

Co-Applicant

Please submit your completed form to:

CEACA Inc
C/- Regus
PO Box 1257
Osborne Park WA 6017

Alternatively, applications can be emailed to:
info@ceaca.org.au

If you have any questions, please contact us on (08) 9441 4815 or 0414 136 687

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