



Lodging and Shared Housing Allocations Policy

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Introduction

Foundation Housing Limited are a community housing provider. We provide accommodation for people on low incomes who are:

- homeless; or
- living in poor housing.

This policy covers all aspects of letting out rooms in our lodging and shared housing.

It is our aim that our applicants, tenants, and residents receive equal and fair treatment, free from direct or indirect discrimination for any reason (including disability, race, ethnic background, colour, religion, age, sex, and sexuality).

Eligibility

As we operate under Community Housing Agreement rules, we will not offer accommodation to any person or family who can pay for a suitable home for themselves (whether from an income, savings or other assets, or a combination of these).

To support this principle, we have provided a framework to determine whether an applicant is eligible for our rented rooms. Eligibility is based on a variety of factors, including whether the applicant:

- is 24 or over;
- has a regular source of income (for example, a Centrelink payment or wages);
- meets Community Housing Income and Assets eligibility criteria; and
- is living in Western Australia when they apply for a home and when they are offered a room.



Applicants must:

- be able to live independently (with support if necessary);
- be willing to accept any support they need to meet their responsibilities;
- be willing to use shared facilities;
- agree to keep to their license to occupy and our House Rules; and
- meet any additional eligibility criteria for specific properties.

The following also apply.

- If an applicant needs support to live independently they will need to provide evidence that the support is in place. They must do this before we offer them accommodation.
- If an applicant owes us any debt, we will still accept their application, but they must enter into an agreement to repay the debt. They must do this before we offer them accommodation.
- If an applicant has been a Foundation Housing resident in the past, and has a history of violence or antisocial behaviour, they will need to prove to us that their behaviour has changed before we will consider them for lodging. If an applicant has been evicted from a Foundation Housing home for violence, or has been found to have acted in an antisocial way at least three times during a previous residency with us, any application will have a minimum 12-month 'cooling off' period. This means that we will not accept their application until 12 months after the date the previous residency with us ended.

Applicants must provide evidence of their financial circumstances so we can be sure that we are only providing accommodation to those who cannot afford to provide it for themselves.

If we find out that an applicant gave us false information in order to get accommodation, we will end their license to occupy.

Sustainability

We need to create and maintain accommodation for the long term. We aim to do this by making sure that wherever possible:

- there is a balance between the number of employed and unemployed people in our lodging and shared housing; and
- where there are tensions within our lodging or shared houses because of the number of vulnerable residents, we will take account of this when considering who to offer accommodation to.

Referrals

We have a number of agreements for referring clients to different agencies. When considering these



referrals we will make sure that the principles in this policy have been considered.

Offers of accommodation

If we accept an application, we will give the applicant up to two offers of accommodation in their area of choice. If they do not accept the second offer, we will take them off the waiting list for a period of six months.

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

If, at any time, we cannot contact an applicant using the contact details they gave on their application, or if they do not respond to our contact, we will take them off the waiting list for a period of six months. We will consider reinstating an application earlier if the applicant contacts us within 28 days of the date we took them off the waiting list. We will only do this once.

Transfers

We will support existing residents in moving rooms within our lodging and shared housing to make sure we are making the best use of available rooms and to meet the needs of residents. Although the ability to change rooms is important for existing residents, we also need to consider the needs of applicants waiting for accommodation.

There is more information on transfers in our Transfer Policy.

Appealing

If an applicant does not agree to any of our decisions and actions they can appeal against them under our Appeals Policy.

Monitoring and reporting

We will monitor and report on allocations using measures specified by the Tenancy Management & Enrichment Sub-committee and the Board from time to time.