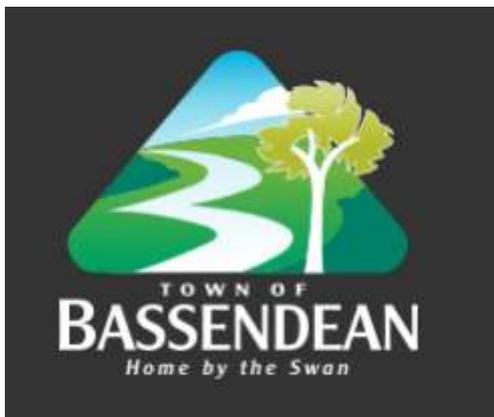


Tenant Allocation Framework



Purpose

This document provides a framework for the allocation of the vacant Units at Hyde Retirement Village (HRV) to be managed by Connect Victoria Park Inc (CVP), by agreement with Town of Bassendean, as Community Housing for people 60 and over.

Scope

This framework applies to 7 Units at HRV – and others that become vacant during the term of the agreement – that will be managed as fixed-term tenancies in line with Town of Bassendean’s Council decision on December 15, 2021.

Background

HRV consists of 31 units: 25 units at 2-8 James St and 6 units at 10 James St.

The objective of HRV is “to encourage healthy ageing, continued independence and freedom of choice in the community by providing Bassendean seniors with access to affordable, strategically located retirement village style accommodation”.

On December 15, 2021, Town of Bassendean Council resolved to enter into an agreement with CVP for the tenancy management of 7 vacant Units, and others that become vacant at HRV, as fixed-term tenancies for a period of 2 years, with the possibility of extension.

Council set the minimum age for residents in those Units at 60 to allow for greater flexibility in tenancy management, to assist those in need and to provide an appropriate mix of tenants without altering the current village environment.

In line with Council’s decision, HRV fixed-term tenancy Units will be allocated to low-to-moderate income people 60 and over, particularly women, who may be experiencing difficulties in the rental market. Priority will be given to residents of the Town of Bassendean and those with a family or social connection with the Town.

The emphasis on supporting single older women is based on the fact that they are overrepresented amongst the asset poor and are one of the fastest growing groups of homeless people both nationally and in Western Australia.

Definitions

Applicant means a person applying for a fixed-term lease of Community Housing accommodation in a Unit.

Community Housing describes rental housing that is affordable for people and households on low (Social Housing) and moderate (Affordable Housing) incomes. Usually owned and/or managed by not-for-profit providers like CVP, Community Housing is different to Public Housing, which is managed by government.

Unit means residential premises at HRV managed as Community Housing by CVP.

Eligibility

To lease a Unit, Applicants must meet the following criteria:

- Be 60 years of age or over
- Have assessable income and assets within the limits described in CVP's Rent Setting Policy
- Provide 100 points of identification
- Be an Australian citizen or permanent resident, residing and receiving income in Western Australia
- Not own any property or land that could be used as a viable housing option
- Not owe any debt to Town of Bassendean or CVP or have any unpaid debt under a tenancy of any kind
- Not have a history of violence, threatening behaviour or unsatisfactory conduct as a tenant of any kind.

All eligible Applicants will be placed on CVP's HRV Fixed Term Tenancy wait list.

CVP complies with the Department of Communities' Community Housing Rent Setting Policy and the *Retirement Villages Act 1992*.

Assessment and Allocation

CVP keeps a wait list of people interested in applying to rent a Unit.

CVP also receives referrals from other organisations supporting people over 60 looking for affordable, long-term accommodation.

To enter the wait list, interested people must contact CVP's Housing Officer, who will check eligibility and provide an application form to be completed.

Applicants may be required to provide further information to ensure that the available Unit is a good match and suitable for them.

In allocating Units, CVP will take into consideration an Applicant's:

- Connection to the Bassendean community
- Length of time on the wait list
- Current accommodation circumstances and level of rental stress

- Household size in relation to available Units.

CVP will strive to make allocations fairly, according to need, and only after completing an eligibility check and assessment.

When allocating Units, CVP will not discriminate on the basis of ethnicity, cultural background, religion, sexuality, gender identity or disability.

CVP will advise all Applicants of the outcome of allocation decisions in a timely manner.

Priority

In line with Council's decision, priority will be given to:

- Older residents of Town of Bassendean
- People with family or social connections in the Town of Bassendean
- Older single women experiencing rental stress and/or risk of homelessness

Offers

CVP will make a formal offer to successful Applicants by providing them details of the relevant Unit, a copy of the proposed lease, and such other disclosure information as is required for compliance with the retirement villages legislation.

CVP will specify the timeframe allowed for an Applicant's response to an offer, but they will have a minimum 10 working days to sign their lease.

The offer of a Unit may be withdrawn or altered:

- if the Applicant is found to have provided false or misleading information;
- If the Applicant fails to respond to the offer within the timeframe allocated or sign their lease; or
- for business or operational reasons.

CVP will offer Applicants the opportunity to view the Unit(s) on offer, in the company of CVP staff.

Successful Applicants must attend an appointment to sign their lease. At the appointment, CVP will outline key information such as: tenants' rights and responsibilities, Town of Bassendean's maintenance schedule, and available support services. Any additional paperwork relating to the tenancy may also be completed at this time.

The bond specified in a prospective tenant's lease must be paid in full, either in advance or on the day of signing the lease. CVP must not hand over keys to a Unit until the bond is received.