



# Applying for Affordable Living Properties



Affordable Living is an initiative delivered by Churches of Christ Housing Services, which aims to provide affordable housing for people facing financial stress or tenure insecurity. Affordable living properties are rented at a discounted rate to the market value and provide people with security of tenure through optional lease terms.

## How do I apply?

Applying for a property is a three-step process and applicants must first check they meet the eligibility criteria. This ensures properties are allocated to people that can benefit most from an affordable living product. Eligible applicants can then identify a suitable property and go on to submit a tenancy application.

### Step 1. Assess your eligibility

To be eligible for an affordable living product, you or any of your household members must not:

- own or part-own property in Australia or overseas - including residential or commercial property, land, mobile homes or caravans that are permanently connected to utilities; or
- have money in bank accounts and or shares and investments (including superannuation payouts) that exceed \$116,375 for a single person, or \$148,625 for 2 or more household members.

### Step 2. Identify a suitable property

1. Identify if any of the properties advertised are suitable for you. Consider the location, property size, parking and your pets.
2. Assess whether the property is affordable for your household by checking the rent does not exceed 30% of your combined household income. This will be reviewed when your application is processed which, may be declined if the rent is considered unaffordable for your household.

### Step 3. Complete an application

Applications forms can be downloaded from our website, sent to you by email or collected from one of our housing offices. You can also click on the links in this information sheet.

1. Read the standard [Tenancy Agreement](#) including the special terms and conditions.
2. Complete a [Tenancy Application](#).  
*A separate form must be completed for each person aged over 18 years. Attach the required documentation applicable to each application.*
3. Complete a [Pet Application](#) if you have a pet, or are intending to get a pet, that you wish to keep at the property.
4. Lodge your completed application, including all the supporting documentation required. You can lodge your completed application by post, email or in person to one of our offices.

Please note that incomplete applications will not be accepted and will be returned, this includes applications with missing documentation. Due to the high volume of applications received, we will be unable to obtain these documents for you.

As part of the application process, we will also obtain rental references from your current and previous lessors. We may also contact your employer (if applicable), personal referees and tenancy databases to verify the information provided in your application.



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### Application approval

We will advise you of the outcome of your application, either by telephone or in writing.

If approved, you will be provided the opportunity to inspect the property, if you have not already attended a prior viewing. In some situations, you may be one of many applicants who have expressed interest in a particular property. If your application is approved but is unsuccessful for the property you applied, we will hold your application on a database for 60 days for other potentially suitable properties. You should always advise us if you are no longer interested in a property or do not wish to be considered for future properties.

### Tips for a successful application

Applying for rental properties can be a competitive process due to the demand for affordable housing. It is important to ensure that your application:

- is submitted as soon as possible
- is completed in full
- has one application form for each person aged over 18
- has all of the required documents attached; and
- has up to date details, particularly phone numbers.

If you need further assistance to access affordable accommodation for your household, contact your local Department of Housing and Public Works Housing Service Centre for assistance through the RentConnect Program.