

## Housing Choices Eligibility Criteria for Housing Establishment Funds (HEF) Assistance

Housing Establishment Funds is a grant program provided to assist eligible clients with a maximum of \$700 once every 12 months.

The funding can only be accessed towards:

- Assistance to maintain/ establish private rental housing
- Access emergency/ short term accommodation
- Removalists and storage costs

HEF comes from the Department of Family, Fairness and Housing and is jointly funded by the Victorian and Federal governments under the National Affordable Housing Agreement.

To process any application for funding from Housing Choices Australia HEF program, the client must be in receipt of either a Disability Support Pension or Carers Payment (Carers Allowance is not included) through Centrelink. If the client meets these criteria to allocate the funding, we initially require copies of the following documents:

- Current Centrelink Income Statement
- Pension Card
- Secondary ID (driver's license, Medicare card, bank card, etc.)

In addition, the following criteria needs to be met, and the additional documents required are:

For Rent in Advance:

- The client's portion of rent must not exceed 55% of their income.
- Client must be in a private rental. Community and Public housing are not eligible as they receive subsidized rent.
- Letter of offer OR Lease Agreement
- Bank details of the housing provider (real estate, landlord, rooming house etc.)
- If the property is a rooming house, they need to be registered on the Public Register of rooming houses list.
- If the client is not lease through a real estate, we also require a copy of the owners' current rates notice.

**For Rent Arrears:**

- The client's portion of rent must not exceed 55% of their income.
- Client must be in a private rental. Community and Public housing are not eligible as they receive subsidized rent.
- Client must be at least 14 days in arrears and no more than \$3000.
- Letter if arrears or Notice to Vacate from Real Estate Agent, Rooming House provider or Private Landlord
- Bank details of the housing provider (real estate, landlord, rooming house etc.)
- If the property is a rooming house, they need to be registered on the Public Register of rooming houses list.
- If the client is not lease through a real estate, we also require a copy of the owners' current rates notice.

**For Removalists Costs or Goods from Storage:**

- An invoice from the removalists/ storage company
- Please note we only pay via invoice and process payments once a week.

**For Emergency Accommodation:**

- An invoice from the accommodation provider
- Please note we only pay via invoice and process payments once a week.

All eligibility criteria must be met to receive assistance, until all documents are provided, we will not confirm eligibility. All payments will be made to the service or housing provider directly not to the client.

If you have any questions, please contact Housing Choices on 1300 312 447 or email [hef@hcau.org.au](mailto:hef@hcau.org.au) and ask for the HEF officer.