

Housing Allowance



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Designing Home

Take a piece of blank A4 paper. You are going to draw your future home; it must be safe, stable, affordable and somewhere you hope to live.

Draw a large simple house (Large Square with Roof)

Divide the Square into 4 sections and design your perfect living arrangement.

- In the top left: write down the names of people who you would want to live with.
- In the top right: write down what area or places you would like to live.
- In the bottom left: describe the kind of building it would be.
- In the bottom right: 3 things you would need to do in order to get closer to this future home.

Share your drawing with the person seated next to you.

A decorative dotted line in a light yellow color, consisting of small circles, curves across the bottom right corner of the slide.

Goals of the Housing Allowance

Housing Allowance

- What is it and how does it work?
- Types of Living Arrangements Supported

Housing Allowance In Practice

- Application Process
- Housing Pathway Plan
- Safe and Stable Housing Checklist
- Budget & Calculating the Rate
- Approval and Payment Process
- Reviews and Dealing With Problems

Housing Allowance – Evolving Practice

Least Proto-typed Practice Approach

Extensively Co-designed with Young People
and System

Parallels Staying On Practice

Financial Controls in Department of
Communities have resulted in amendments to
practice

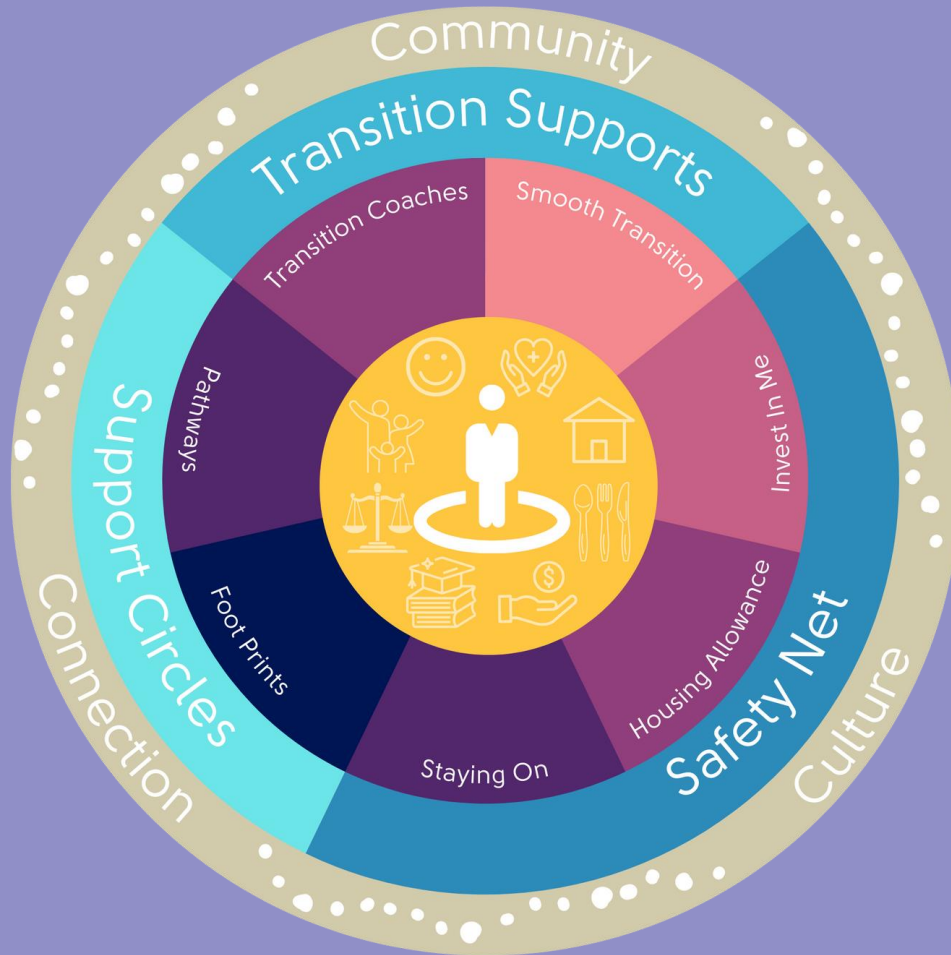
Housing Allowance – Key Principles

Supporting an Emerging Independence

Dignity of Risk

Support Circles Approach

Home Stretch WA Model



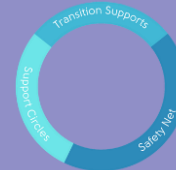
Young people are at center of support.
Everyone is treated as an individual



Support or connection is offered
in all areas of life



Support is delivered in specific
ways [Practice Approaches]
that work for young people



Home Stretch WA focuses on 3
key elements of support



Home Stretch WA greater purpose is
to connect young people with their
community and culture.

Home Stretch WA – Practice Frameworks



Support is delivered in specific ways [Practice Approaches] that were co-designed with young people

Each of these practice approaches has guidelines, and a range of tools and resources to help workers deliver the Home Stretch service.

Training will be provided in each of these.

Housing Allowance

Young people can be supported to access a Home Stretch WA Housing Allowance that can assist them to afford a broader range of living arrangements

Transition Coaches work with young people to make a plan for housing and access financial support to make it affordable.



Housing Allowance

The Housing Allowance is a fortnightly payment paid directly to a landlord, home-owner, organisation or authorised person acting on behalf of the owners of the living arrangement.

The payment is a contribution towards the costs of the living arrangement, young people are responsible for paying their own housing costs

Housing Allowance

The maximum rate of payment for Housing Allowance is capped at the maximum rate of the Staying On Payment.

The Housing Allowance is reviewed every 12 months and the maximum rate of payment will reduce to 75% in the second year and 50% in the third year.

Age	Current Maximum Rate
18	\$450
19	\$337.50
20	\$225

Housing Allowance

The maximum payment rate for the Housing Allowance should not be the starting point for calculating the allowance needed.

The rate of payment is calculated based on the amount needed to support a young person to afford the living arrangement.

Housing Allowance

- Housing Allowance are paid through the Department of Communities Subsidies Processing Unit.

The payment recipient enters into a simple contract with the Department of Communities by signing the landlord section of the Application Form.

Housing Allowance

The Housing Allowance is not considered to be assessable income for the young person.

It does not affect Rent Assistance, Youth Allowance, or their income for tax purposes.

It may have implications for ABSTUDY payments towards Residential Costs.



Housing Allowance

Receiving a Housing Allowance Payment is different to a Staying On subsidy.

It is seen as a form of income [rent/lodging] and therefore is assessed as income for the payment recipient.

*While there is legal precedent for exemptions for some similar carer payments, we are yet to receive a binding ruling on this matter from DSS or ATO.

Housing Allowance

Not every living arrangement offers the same level of supports or additional resources to a young person



What are the most common living arrangements young people aged 18-21 can access?

Eligible Living Arrangements

Young People must have some form of tenure

- Tenancy Agreement
- Boarding/Lodging Agreement
 - Student Housing Contract
- Home Stretch Living Together Agreement

The Housing Option must be

- Stable
 - Safe
- Affordable

Eligible Living Arrangements

Safe

The young person understands and has the ability to manage any risks that are present in the living arrangement.

The likelihood of any risks resulting in harm, and the severity of harm has been considered.

There are strategies in place by the young person or others that are reasonable and viable.

Eligible Living Arrangements

What kinds of living arrangements or circumstances might you consider unsafe?

Eligible Living Arrangements

Stable

The young person has tenure, and the right to continue living in the arrangement for the life of the agreement.

The young person can maintain living in the arrangement based on their current capacity.

The landlord/payment recipient can meet all of the conditions associated with the living arrangement, and those associated with the Housing Allowance Payment.

Eligible Living Arrangements

What kinds of living arrangements or circumstances might you consider unstable?

Eligible Living Arrangements

Affordable

The young person can afford to pay their proportion of the costs and living expenses.

The young person has a plan to manage should their income significantly reduce, or there is little chance their income will change.

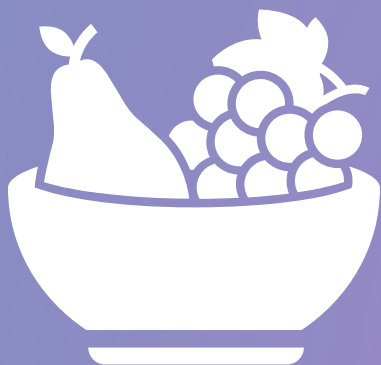
The costs/charges of the living arrangement are reasonable.

Ineligible Living Arrangements

- Housing options that have been identified as unsafe during the application process
- Emergency or Short-term options that are less than 3 months in duration.
- Housing that is already subsidised to be affordable, including NHHA funded Housing and Homelessness services, Public Housing and Community Housing, or other specialist youth housing and homelessness programs.
- Living arrangements that require payment to family members who have been related open cases with the Department of Communities

Break Time

**Home
Stretch**
WA



Conditions for Maintaining the Allowance – Young Person

To maintain the ongoing payment of a Housing Allowance or Staying On Subsidy, a young person must:

- maintain the living arrangement as their primary place of residence
- maintain regular engagement with their Transition Coach, meeting face to face or by phone at least every six weeks
- participate in informal and formal reviews of the living arrangement on a quarterly basis or as required, and
- provide evidence of meeting their obligations of the living arrangement and/or provide consent for their Home Stretch WA provider to check in with their carer or the payment recipient.

Primary Place of Residence

The housing or living arrangement which the young person is living in for most of their time, and where they maintain a right of abode.

Conditions for Maintaining the Allowance - Landlord

A Housing Allowance payment recipient will have their responsibilities described and defined by either the Lease Agreement, Boarding or Lodging Agreement, or as agreed in a Home Stretch Living Arrangement.

Housing Allowance payment recipients must also respond to requests for informal and formal reviews of the living arrangement on a quarterly basis, or as required.

Conditions for Maintaining the Allowance - Landlord

A Housing Allowance payment recipient will have their responsibilities described and defined by either the Lease Agreement, Boarding or Lodging Agreement, or as agreed in a Home Stretch Living Arrangement.

Housing Allowance payment recipients must also respond to requests for informal and formal reviews of the living arrangement on a quarterly basis, or as required.

Responsibilities of Home Stretch WA Provider

- Support Young People to explore and identify Living Arrangements
- Assist Young People to develop proposals for Safe, Stable and Affordable Housing
- Provide support around negotiating with a landlord
- Negotiate Living Together Agreements
- Monitor and reviewing living arrangements on a regular basis
- Submit new applications to extend Allowance
- Provide information to the Department of Communities as required.

Responsibilities of Home Stretch WA Provider

Home Stretch WA Coordinator can Delegate Authority to a Team member to support, review and approve Housing Allowance Applications

While not a specific role in a Home Stretch WA team, there are many benefits in identifying and developing an experienced Team Member to become responsible for supporting Housing Allowance Applications.

Transition Coach – Housing Specialist



What skills or knowledge would this person need to have?
What responsibilities should they take on?

Housing Allowance - Application

The Housing Allowance Application set out the process that must be followed.

The Application can be completed in 3 parts to assist young people to explore options before having to negotiate with landlords.

If a housing option has already been identified the form can be completed together.

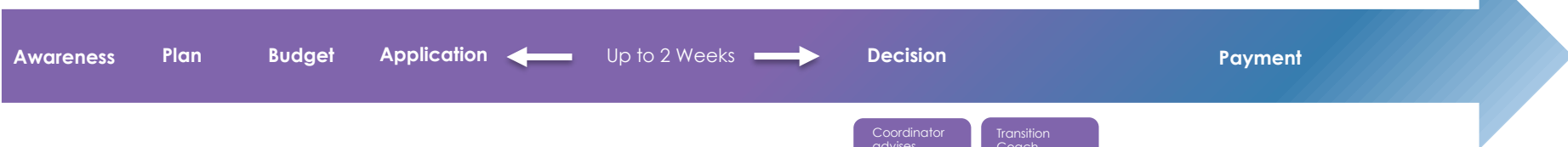
Part A – Develop a Proposal

Part B – Negotiate with the Landlord

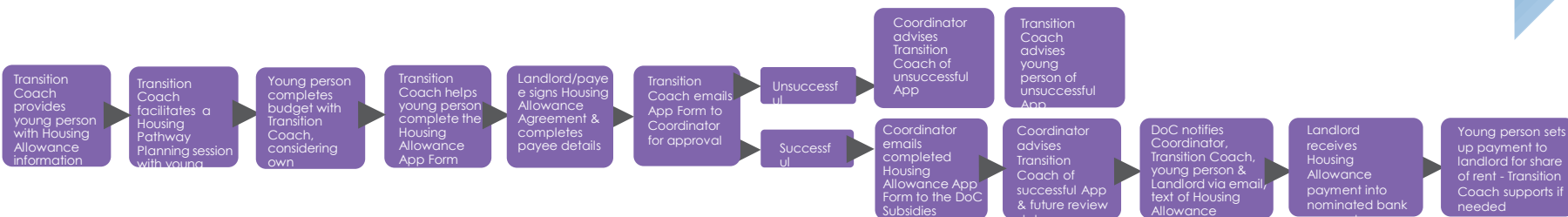
Part C – Finalise Application



How to Support a Young Person to Access the Housing Allowance



Home Stretch WA
Service Provider



Documents &
Touchpoints



Housing Allowance - Application

Part A – Develop a Proposal

- Create a Housing Pathway Plan
- Complete the Safe and Stable Checklist for the Living Arrangement
- Create a detailed budget and work out the Housing Allowance payment rate
- Have the Proposal Endorsed by the Home Stretch WA Co-Ordinator or Delegate

Housing Allowance - Application

Part B – Negotiate with the Landlord

- Establish Housing Tenure through a Lease, Boarding/Lodging Agreement OR negotiate a Home Stretch Living Together Agreement
- Support the Landlord to understand and agree to the conditions of the Housing Allowance Payment
- Collect payment information and confirm identity of payment recipient.

Housing Allowance - Application

Part C – Finalise Application

- Confirm application has been completed in full with attached copy of Housing Tenure
- Final endorsement as Safe, Stable and Affordable using the Invest In Me decision matrix.
- Submission to the Department of Communities Home Stretch WA Services Team for Final Approval

Part A – Housing Pathway Plan

Content can be developed in creative ways but information must be populated in Application Form

Housing Pathway Plan
Please tell us about where you would like to live?
Short Term (Less than 12 months)
Medium Term (1-3 years)
Long Term (after 3 years)
How will this Living Arrangement help you towards your goals?
Why do you need to receive a Housing Allowance payment towards this living arrangement?
How long do you intend to stay in this living arrangement?
What is your plan for when the Subsidy Allowance stages down or ends?

Part A – Housing Pathway Plan

Helpful Resources

Housing Pathway Plan Session – Practice Guide

Brief Summary of the session

The Housing Pathway Planning session provides a space for the Transition Coach to support the young person to explore where they would like to live and start preparing all the documents to support their application. Finding a suitable place to live can feel like a daunting task, so it may be helpful to acknowledge the potential feelings of overwhelm, but also reassuring the young person that they will have support (from you) throughout each step of the journey.

What Practice or System Principles are Relevant for the coach?

- “You are the expert in your life, you deserve the freedom and respect to make your own choices”
- A Reliable Source of Support Is Your Right

What is the intended outcome from the session from a young person's perspective?

The Transition Coach will meet with the Young Person to develop a Housing Pathway plan with them. Once the Transition Coach has developed a Housing Pathway Plan with the young person, they should have a clear idea of what housing and accommodation options are available to them. Developing a Housing Pathway Plan with the young person will support the young person to build their knowledge and equip them to make an informed choice about how and where they want to live. It will also provide the young person with practical tools that they can use when applying for Housing, e.g. Tenancy Profile/Rental Resume, Rental Cover Letter, etc.



Finding a Place – Resources

Resource: Session 1 – Topics 3&4

Tenancy Needs and Wants Worksheet

Go through the worksheet to help you determine your tenancy needs and wants.

Aspect	Things to think about	What do you want?
Money	You should not pay more than about one third of your income on rent. If you pay more than this you may find it very difficult to meet other living costs.	How much do you want to pay?
Location	The location of a property affects the rental price. When thinking about location keep in mind access to public transport, access to work and school and access to support such as friends and family.	Where do you want to live?
Sharing	Consider the pros and cons of sharing. Who would you share with: friends or family? What would your criteria be for choosing a house mate?	Are you going to share?
Type of place	Think about what you need in a house, including: <i>Layout and design, garden or courtyard (do not forget you will then have to maintain it), how many bedrooms?</i>	What type of accommodation do you want to live in?
Other Important Issues	Are there other considerations like pets or access to public transport? Is the property suitable to accommodate any disabilities or health issues you might have?	What else is important for you?

Are your needs and wants realistic?

- Can I afford the rent?
- Can I get to work/school when I need to?
- Can I easily see my friends/family/people that support me when I need it?
- Do I have the personal space I need?
- Will I be able to meet the obligations involved (i.e. no pets, or pool maintenance)?
- Can I afford the move in costs (bond, two weeks' rent, and utility connections)?

HOME STRETCH HOUSING PATHWAY DISCUSSION GUIDE & CHECKLIST

1. HOUSING OPTIONS

- ☐ Do I know what type of accommodation I can move into?
- ☐ Do I know who I want to live with and where I want to live?
- ☐ Do I know how much I can afford? Have I worked out my budget?
- ☐ Do I know what I need to be prepared for? (Share housing/ own rental/ student accommodation/ transitional accommodation/family)

Resources

- [What type of housing do I want?](#)
- [Brainstorming activity](#)
- [Pros & Cons list](#)
- [Roofs for Youth- Tenancy Needs & Wants Worksheet](#)

2. APPLYING FOR A RENTAL

- ☐ Have I completed a rental portfolio?
- ☐ Do I have all my important documents in a file? (Birth Certificate, Bank statements/ payslips, sample rental portfolio etc.)
- ☐ Do I know where to apply for properties?
- ☐ Do I know how to call the real estate agent?
- ☐ Do I know how to inspect a property?
- ☐ Do I know my legal rights?

Resources

- [Where to find a rental](#)
- [Rental Resume](#)
- [Applying for a rental property](#)
- [Roofs for Youth- Calling a Real Estate Agent](#)
- [Tenancy WA- Inspecting a Property Checklist](#)

3. MOVING OUT AND STARTUP COSTS

- ☐ Have I worked out what I need when I move out and how much things cost?
- ☐ Do I have a Household Items Checklist?
- ☐ Do I know how I will pay my Bond & 2 weeks rent in advance?
- ☐ Do I know how I will move all my belongings?
- ☐ Do I know how much it will cost for moving?
- ☐ Do I know how much bills cost? (Electricity, Gas, Water, Internet etc.)
- ☐ Have I completed a budget?

Resources

- [How much does it cost?](#)
- [Roofs for Youth- Rental Start Up Costs Worksheet](#)
- [Roofs for Youth- Meeting Set up Costs](#)
- [Roofs for Youth- Budget Template](#)
- [Tenancy WA- Utilities factsheet](#)

Part A – Budget and Rate

Create a detailed budget

Work out the Housing Allowance payment rate

Can be completed before a property is identified

Budget and Housing Allowance Payment Rate

The Housing Allowance is designed to provide financial assistance towards housing costs, not to fully fund your living arrangements. As a general guide, you should not be spending more than 30% of your income on housing costs.

As part of this application, you will need to complete a budget to show how much of an allowance you might need to support your living arrangement. A summary of the budget should be included below.

Income	Weekly	Fortnightly
Employment (6-week average)		
Centrelink		
Rent Assistance		
Other Income		
Total		

Total Costs	Fortnightly	Young Person's Contribution	Other Source of Payment
Rent/Board			
Utilities <ul style="list-style-type: none">– Electricity– Water– Internet			
Other Ongoing Costs <ul style="list-style-type: none">–––			
Total			

Calculating the Housing Allowance Payment Rate

For Private Rentals and other independent living arrangements, a simple way to work out the Housing Allowance amount is to follow the formula

Housing Allowance = Total Rent – 30% Young Person Income (Incl. Rent Assistance)

For living arrangements where meals, transport or other supports are offered as part of the living arrangement, the Allowance payment rate should consider these costs.

Housing Allowance = Rent + Support Costs – 30% Young Person Income

Part A – Working out the Rate

For private rentals or living arrangements where only housing is being offered, the Housing Allowance payment rate should be determined using a simple formula.

$$\text{Housing Allowance} = \text{Total Rent} - 30\% \text{ Young Person Income}$$

A young persons income should include Rent Assistance Payments, as well as taking into consideration any ongoing debts or expenses that may impact their cost of living.

Part A – Working out the Rate

Where meals, transport or other kinds of supports are offered as part of the living arrangement, the Housing Allowance payment rate should also consider a contribution towards these costs in addition to the basic cost of housing.

Housing Allowance =

Total rent + support costs – 30% young person's income

Understanding the value of support costs can be a tricky negotiation, and would typically only be included when complete a Living Together Agreement

Staying On provides a useful comparison, and in some cases the support provided would be equivalent to a Staying On Agreement.

Part A – Develop a Proposal

- Safe and Stable Checklist for the Living Arrangement
- Completed once a property has been identified

Safe And Stable Housing Checklist				
Housing Allowance Payments can only be used to support safe and stable living arrangements. The following checklist must be completed with your transition coach and will help you work out together whether the living arrangement is a good option, and how you will manage any risks or issues with the living arrangement.				
Facilities:		Yes	No	Comment/Response
(a)	Is there enough room and space for you to live there?			
(b)	Are there furniture and whitegoods in the property? Are they in a good state?			
(c)	Does the property have adequate access to utilities and services [water, electricity, bathrooms]?			
Repair:		Yes	No	Comment/Response
(a)	Is the property fit for someone to live there?			
(b)	Are there any outstanding repairs that need to be addressed?			
(c)	Is there a clear system for getting things repaired?			

Endorsing Part A

The option to endorse Part A allows young people to work out how much Housing Allowance they are likely to be able to be offered based on their current income.

It also helps screen out possible living arrangements before a landlord is contacted.

The Coordinator (or Delegate) should review the information in Part A and consider it against the same standards applied to Invest In me

Endorsing Part A

Home Stretch WA - Housing Allowance Application Form

Part A – Proposal Pre-approval by Home Stretch WA Provider

Before completing Part B of the application with a landlord, the Home Stretch WA provider should pre-approve the application. Pre-approval of an application is usually completed by the Home Stretch WA coordinator, or a delegate:

- Familiar with the Home Stretch WA Housing Allowance Practice and Policy
- Not directly involved in the Housing Allowance Application
- Not connected to the Landlord or Payment Recipient in any way that may present a conflict of interest

Key Elements Completed	Housing Pathway Plan <input type="checkbox"/>	Safe and Stable Checklist <input type="checkbox"/>	
	Budget <input type="checkbox"/>	Payment Rate <input type="checkbox"/>	
The proposed Living Arrangement is safe, <u>stable</u> and affordable.			Yes <input type="checkbox"/> No <input type="checkbox"/>
Will a Living Arrangement Agreement be required?			Yes <input type="checkbox"/> No <input type="checkbox"/>
Reason if declined:			
Name:		Signature:	
Position:		Date:	

Part B – Negotiate with Landlord

- Establish Housing Tenure through a Lease, Boarding/Lodging Agreement OR negotiate a Home Stretch Living Together Agreement
- Support the Landlord to understand and agree to the conditions of the Housing Allowance Payment
- Collect payment information and confirm identity of payment recipient.

Housing Tenure



For private rentals where a young person has well developed independent living skills, the young person may wish to complete this section without their Transition Coach.

For other living arrangements, the Transition Coach will need to support the process.

Negotiating with Landlords

This part of process may be quite stigmatising for young people.

It should be handled sensitively and with respect to the capacity and agency of the young person.

Lease Agreements

Lease Agreements must abide by the Residential Tenancy Act

The template is available from the Department of Commerce

Lease Agreements Offer the most Stability and Rights of Abode

FORM 1AA
RESIDENTIAL TENANCY AGREEMENT
RESIDENTIAL TENANCIES ACT 1987 (WA)
Section 27A

PART A

This agreement is made between:

Lessor [name of lessor(s)] _____

[lessor(s) contact details] ADDRESS: _____

TELEPHONE: _____ EMAIL: _____
(optional) (optional)

and

Tenant [name of tenant one] _____

[tenant contact details] ADDRESS: _____

TELEPHONE: _____ EMAIL: _____

Tenant [name of tenant two] _____

[tenant contact details] ADDRESS: _____

TELEPHONE: _____ EMAIL: _____

Lessor's property manager

[name of lessor's property manager (if any) and contact details]

Giving of notices and information by electronic means

Indicate below for each of the following persons whether the person agrees to notices and information being given by email or facsimile under the *Electronic Transactions Act 2011*.

Lessor

Email: Yes ☐ No ☐ Facsimile: Yes ☐ No ☐

[insert email address or facsimile number if different from contact details above]

Tenant one

Email: Yes ☐ No ☐ Facsimile: Yes ☐ No ☐

[insert email address or facsimile number if different from contact details above]

Tenant two

Email: Yes ☐ No ☐ Facsimile: Yes ☐ No ☐

[insert email address or facsimile number if different from contact details above]

Lessor's property manager

Email: Yes ☐ No ☐ Facsimile: Yes ☐ No ☐

[insert email address or facsimile number if different from contact details above]


Home Stretch Living Together Agreement

Equivalent to a Staying On Agreement

Together with the Application Form
Constitute a
Boarding/Lodging Agreement

Can be developed and supported by a Staying On Facilitator

Living Together Agreement



Date:

☐ **Explain what a Housing Agreement is and why it is important**

- ~~Similar to~~ a Boarding or Lodging Agreement but focused on supporting living arrangements that are more like a family home.
- Sets out the rights and responsibilities of the living arrangement, and any house rules that may be in place.
- Important to be clear about what is expected of each other and how everyone will overcome issues before they arise

☐ **Use the 'Setting Up a Housing Agreement Discussion Guide' to fill out this agreement**

☐ **Once completed, attach the agreement to the Housing Allowance Application Form**

What is working well?

Discuss what is going well in the current arrangement, this can be done separately or as a group using the Discussion Guide for different topic areas.

HA-FOR-002-Home Stretch WA – Living Together Agreement Template V1.0 Review: 01/08/27 Page 1 of 7

Boarding/Lodging Agreements in WA

Department of Commerce provides a range of useful resources to help outline the rights and responsibilities in living arrangements.

These agreements do not have template, and do not offer many rights to the young person.

Boarders and lodgers

a guide to your rights and responsibilities

The purpose of this brochure is to help boarders and lodgers understand their rights and responsibilities. This fact sheet provides useful tips on how to avoid problems with landlords and if problems do arise, where to get advice.

Am I a boarder, lodger, tenant or sub-tenant?

It is not always easy to determine whether a person is a boarder or lodger, or a tenant or sub-tenant. A tenant has a higher level of security of tenure and protection under the law than a boarder or lodger because he or she is covered by the *Residential Tenancies Act 1987*. While boarders and lodgers are not covered by the *Residential Tenancies Act 1987*, it's important to know they still have certain rights under common law.

Depending on the documents that make up the agreement and the circumstances of your situation, you are more likely to be a boarder or lodger rather than a tenant, if you pay rent and:

- you are entitled to live in the premises but cannot call the place your own, that is the landlord exerts control and authority over the whole premises;
- the landlord provides you with attendance or services, such as cleaning, linen or meals, which require the landlord or his or her agent/employee to exercise unrestricted access and use the premises;
- there are house rules that are enforced;
- the landlord/owner/representative lives on site;
- the length of time of the agreement/the length of time you are given permission to stay in the house is only for a short time; and/or
- you or the landlord only need to give the other a very short period of notice to leave – see [Ending the agreement](#) on page 3 of this fact sheet.

TIP: The main difference between a boarder and a lodger is whether or not you are supplied with meals or other services. Generally, boarders are provided with services, whereas lodgers are not.

- If you have been given permission to stay at another person's house, have your meals or other services provided and pay rent, you are most likely a boarder.
- If you have been given permission to stay at another person's house and pay rent but are not supplied with meals or other services, you are most likely a lodger.

A tenant pays rent and in return is granted a right to occupy a residential premise, which may be by verbal or written agreement. However, a tenant is more likely to have exclusive possession than a boarder or lodger.

Exclusive possession means the right to exclude all others, including the landlord, from entering the house or room being rented. This is different from exclusive 'occupation' or 'use' where you may have your 'own' room in which no other people can stay without your permission.

If your room has a lock, which physically stops the landlord from entering, this does not automatically mean you have exclusive possession of the room.

The 'house rules' may state that the landlord or another authorised person is allowed to come into your room without your permission. For example, if you receive any services such as cleaning, linen or meals, the landlord may require unrestricted access and you would not have exclusive possession.

If I am renting a room from an existing tenant am I a sub-tenant or lodger?

If you are renting all or part of a house from an existing or head tenant, the head tenant should have obtained approval from the landlord before you moved in. If this is the case, you are either a sub-tenant or a lodger depending upon the agreement reached between you and the head tenant.

If you and the head tenant agreed that you have exclusive possession of all or part of the house, where you have the right to exclude anyone, including the landlord, then you are more likely to be a sub-tenant. This agreement must have been approved by the landlord before you moved in.


Boarding/Lodging Agreements in WA

Flatmates WA has useful information and good template for House Sharing.

This form might be a less stigmatizing way to support a young person to gain tenure.

Flatmate Agreement

Find out more at info.flatmates.com.au/flatmate-agreement



Head-tenant or property owner's details

Person(s) who is offering the room or property

Full Name	State	Postcode
Address	Email	
Suburb	Mobile Number	

☐ New flatmates viewed landlord's ID

Name and contact details for property maintenance if different than above

New flatmate's details

Person(s) who is renting the room or property

Full Name	State	Postcode
Current or alternative address	Email	
Suburb	Mobile Number	

☐ Landlord viewed tenant's ID

Room being rented

Address

Suburb

State

Postcode

☐ New flatmate viewed property and met current flatmates

Names of all the people who live in the property

Tenancy is for

Room name

Shared facilities

Room is
☐ Unfurnished ☐ Furnished

Any other details of what is being let

Rent and Termination

Find out more at info.flatmates.com.au/rent-payments

Rent amount	Method of rent payment <input type="checkbox"/> Bank transfer	Start Date	End Date
Weekly rental amount paid <input type="checkbox"/> weekly <input type="checkbox"/> every 2 weeks <input type="checkbox"/> Other:	Name on account BSB Account Number	Notice to end lease (either party) <input type="checkbox"/> Must stay full-term <input type="checkbox"/> 1 week <input type="checkbox"/> 2 weeks <input type="checkbox"/> 4 weeks	
	<input type="checkbox"/> Cash (must give receipt) <input type="checkbox"/> Other:		

Page 1 of 2

Part B – Negotiate with Landlord

The identity of the payment recipient needs to be confirmed by one of two methods.

The landlord or organisation provides an ABN that can be verified.

The Home Stretch Provider sights an Identity Document that confirms and matches the name and details of the Payment Recipient.

**Proof of Identification
(Either ABN or Primary or
Secondary ID Sighted or
Statutory Declaration)**

ABN:

Stat Declaration attached: Yes ☐ N/A ☐

Part B – Negotiate with Landlord

- Establish Housing Tenure through a Lease, Boarding/Lodging Agreement OR negotiate a Home Stretch Living Together Agreement
- Support the Landlord to understand and agree to the conditions of the Housing Allowance Payment
- Collect payment information and confirm identity of payment recipient.

Supporting Landlords to Understand

The Application form becomes an agreement between the Payment Recipient and the Department of Communities

The Conditions of the Agreement Require the Landlord to Advise Home Stretch WA if the young person leaves the living arrangement

Home Stretch WA - Housing Allowance

Real Estate/Landlord Fact Sheet

What is the Housing Allowance?

The Department of Communities offers eligible young people access to a financial payment called a Housing Allowance. This payment is offered alongside a range of other supports to assist young people to secure and maintain affordable housing. The services are funded through the Department of Communities and delivered through different community service organisations across Western Australia under the Home Stretch WA program.

The housing allowance can be used as a payment towards some of the costs of a range of housing options such as a private rental, shared house, or to support living arrangements with relatives, friends or host homes. The Housing Allowance is individually negotiated with each young person and paid directly to their landlord or host.

The payment is made directly by the Department of Communities through a fortnightly payment, supplementing the payment made directly by the young person towards their rent or board. The payment will not impact a young persons' entitlement to rent assistance or other financial support around housing.

Incentives for Landlords and Host Homes

All young people eligible for the Housing Allowance are supported by a community service agency to sustain their tenancy or living arrangement. This support means there is a designated contact available to landlords or host homes to contact should any concerns or issues arise.

Support is highly individualised and flexible, and landlords are not expected to have any directly involvement with the Department of Communities. Support and assistance can be provided through the Home Stretch service provider if the young person or landlord choose.

Housing Allowance payments are reviewed regularly with the young person, and landlords can initiate a review of a living arrangement if they have any concerns.

How does it work?

Young people eligible for support must complete an application process that includes demonstrating that they can afford the living arrangement, and that is safe and stable, and within their capacity to maintain.

As part of this application process a landlord must also complete a separate section of the form detailing the portion of the rent or boarding fee that will be covered by the

Supporting Landlords to Understand

The Application form becomes an agreement between the Payment Recipient and the Department of Communities

The Conditions of the Agreement Require the Landlord to Advise Home Stretch WA if the young person leaves the living arrangement

Payment Recipient Declaration

I/we declare the following:

I/we have the legal authority to enter into this agreement as the property owner or an individual authorised to act on behalf of the property owner to receive payment.			
I/we understand the young person is responsible for payment of all costs related to the living arrangement for its duration, and the Department of Communities Housing Allowance is only provided as a contribution towards these costs for an agreed period.			
I/we agree to notify the Home Stretch WA as soon as I/we become aware that the young person has left or intends to leave the living arrangement to avoid overpayment.			
I/we understand and agree to repay any overpayments made as a result of not advising the Home Stretch WA of changes that may affect the Housing Allowance payment.			
I/we understand that the ongoing payment of the Housing Allowance is dependent on all parties meeting the conditions set out in the Lease Agreement, Boarding Agreement or Living Arrangement Agreement.			
The information provided is true and accurate and I/we understand that I/we will have to repay any money that is obtained through fraud or deception.			
Full Name:		Signature:	
Role:		Date:	

Young Person Declaration

I declare the following:

I understand my responsibilities in this living arrangement and agree to meet them.			
I understand that I am liable for all costs and charges related to the living arrangement, except for the proportion agreed to as the Housing Allowance payment. This includes paying for utilities, property damage or other costs incurred as a direct result of the living arrangement.			
I have discussed my housing pathway plan with my Home Stretch WA provider and believe this is a safe, stable and affordable living arrangement for me.			
I will notify my Home Stretch WA immediately if I leave or want to end this living arrangement.			
I agree to stay in regular contact with my Home Stretch provider and participate in regular review meetings to be held at the property as required.			
I give permission for the Department of Communities and the Home Stretch WA provider to contact the payment recipient directly to discuss any issues related to the payment of the Housing Allowance.			
The information I have provided is true and accurate and I understand that I will have to repay any money that is obtained through fraud or deception.			
Full Name:		Signature:	
Date:			

Housing Tenure



For private rentals where a young person has well developed independent living skills, the young person may wish to complete this section without their Transition Coach.

For other living arrangements, the Transition Coach will need to support the process.

Part C – Submitting the Application

**Completed Applications must be submitted to the
Department of Communities Home Stretch WA services
Team**

**Each Application will be reviewed to ensure it is
completed and contains all of the required information.**

This includes attached copies of the

Tenure Documents

Verification of the Identity of the Payment Recipient

Department of Communities - Process of Approval

The Home Stretch WA Services team can only approve Housing Allowances from the date they are approved.

This means that applications should be developed and submitted in advance to avoid any gaps or delays in payments.

What does this mean for planning and timing of applications?