



Housing Service Provider and Department of Housing and Public Works use only.

Offers advice <input type="checkbox"/>	Exit advice <input type="checkbox"/>
Service provider details	
Provider name:	Contact name:
Telephone number:	Fax number:
Email address:	
Vacant property details	
House/unit number:	Street address:
Suburb:	Postcode:
Unique Property Identifier (UPI):	Program:
Describe shared facilities (if any):	
Outcome of referral – all Community Housing Programs	
Application number:	Applicant name:
Offered on:	Applicant response:
Comments:	
Application number:	Applicant name:
Offered on:	Applicant response:
Comments:	
Application number:	Applicant name:
Offered on:	Applicant response:
Comments:	
Deferral – Transitional housing only	
Application number:	Applicant name:
Defer: Yes <input type="checkbox"/> No <input type="checkbox"/>	Deferral end date:
Exits – Transitional housing only	
Application number:	Tenant name:
Exited on:	Exited to:
Forwarding address, if known: (note: tenant should be advised to update address with Housing Service Centre)	
Comments:	
Authorised by	
Name:	Position:
Signature:	Date:

Please send the completed form to your nearest Housing Service Centre within one (1) working day of all offers, exits or deferral dates being known.

Guide to Responses for Offers

<i>Accepted</i>	The applicant has accepted the offer of accommodation and a lease has been signed.
<i>Accommodation not required</i>	The applicant no longer requires other accommodation.
<i>Accommodation unsuitable</i>	The accommodation is unsuitable. Please detail why in the comments field.
<i>Cannot move for medical reasons</i>	There are medical reasons why the applicant cannot move.
<i>Change in circumstances</i>	The applicant's circumstances have changed which means they cannot accept the offer.
<i>Did not sign-up</i>	The applicant was offered the property but did not sign the lease.
<i>No money to move</i>	The applicant does not have the money to move from their current premises to the offered property.
<i>No response to offer</i>	The applicant did not respond to an offer.
<i>Not offered</i>	The applicant was not offered the property.
<i>On holiday</i>	The applicant is on holiday.
<i>Rent too high</i>	The rent on the offered property is considered too high by the applicant. This is only a valid rejection reason for affordable housing.
<i>Shared facilities rejection</i>	The applicant may reject a property without penalty if it has shared kitchen, lounge and/or bathroom. Please note the type of shared facilities rejected.
<i>Under lease</i>	The applicant has a current lease and cannot move in a suitable period of time.
<i>Wrong area</i>	The property is in the wrong area for the applicant.
<i>Other</i>	Other reasons for rejection that do not fit any of the above reasons. Please provide details in the comments field.

Guide to Responses for Exits

Information on exits from transitional housing is reported under the National Affordable Housing (NAHA) and National Partnership (NP) agreements. Please select the option that most closely matches the exit outcome.

- Crisis accommodation
- Correctional facility
- Future exit due to cancelled application
- Home ownership
- Homelessness
- Hospital or health care facility
- Long-term community housing or affordable housing
- National Rental Affordability Scheme (NRAS)
- Public housing
- Private rental
- Property abandoned
- Stay with family or friends
- Other

Please send the completed form to your nearest Housing Service Centre within one (1) working day of all offers, exits or deferral dates being known.