



This form must be attached to the [Notification of Vacancy Form – Community Housing](#)

Property vacancy reference

Property address:

Unique Property identifier (UPI):

Nominated applicant's details

Application lodged: Yes No *

Application number:

Applicant's name:

Applicant's current address:

Household size:

Household structure:

* All applications **must** be lodged with a Department of Housing and Public Works' Housing Service Centre.

Match to transitional housing

Is the household assessed at **very high** or **high** need? Yes No

Is the household transitioning from crisis accommodation or any other form of supported housing? Yes No

Is the household experiencing homelessness or at risk of homelessness? Yes No

Does the household require a specific property type (e.g. accessibility features)? Yes No

Other relevant information:

Match to property vacancy

Does the household have a need for housing in this location? Yes No

Do the bedroom entitlements match? Yes No

If the response to either of the above is no, why is the household considered a match?

**Support arrangements for nominated applicant
(Transitional housing and Brisbane Common Ground only)**

Is the nomination part of a housing and support arrangement for the applicant? Yes No

Name of support provider:

Address of support provider:

Signature of support provider:

Date:

Long-term community housing and affordable housing nominations

Does the applicant match to the property and approved target group? Yes No

Does the provider have approval to nominate applicants for this property? Yes No

Brisbane Common Ground nominations

Is the nomination for the low to moderate income target group? Yes No

Does the applicant match to the property and approved target group? Yes No

Authorised by

Name: Position:

Signature Date

This form must be attached to the *Notification of Vacancy Form* and sent to your nearest Housing Service Centre within one (1) working day of becoming aware of a vacancy that is a match to the nominated applicant.