

Housing Service Provider and Department of Housing and Public Works use only.
 Please refer to the [Practice Guide: Notification of community housing property vacancy](#) for further information or assistance to complete this form.

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:
Date property vacant:	Date property ready for allocation:
Number of entry stairs:	Number of internal stairs:
Describe shared facilities (if any):	
Note: if this vacancy is due to a transitional housing transfer, the client must update their details with the Housing Service Centre.	

Multi-unit vacancy details (bulk referral requests)		
Multi-vacancy notification: Yes <input type="checkbox"/> No <input type="checkbox"/>	Number of bedrooms:	Number of units:
Number of accessible units:		

Property details (Community Rent Scheme new property and bulk only)		
Lot number:	Number of floors within building:	
Floor number of unit:	Number of buildings on-site:	Number of rooms in unit:
Property/dwelling type:		
Bedrooms (eg. 1 x 2 brm):		

Community Rent Scheme only

Transferring application number:
Is the property: existing stock <input type="checkbox"/> additional stock <input type="checkbox"/> replacement stock: <input type="checkbox"/>
Unique Property Identifier (UPI) or address of replaced/ relinquished property:

Transitional housing and approved long-term nominations	
Is there a nomination attached: Yes <input type="checkbox"/> No <input type="checkbox"/>	Application number:
Note: Long-term or affordable housing providers may only nominate applicants where prior approval has been obtained from the Executive Director, Social Housing Programs, Department of Housing and Public Works (Housing Services)	

Common Ground	
Chronic homeless target group: <input type="checkbox"/>	Low to moderate income target group: <input type="checkbox"/>
Other Common Ground specific information relating to the target group:	

Additional information relevant to vacancy and referral

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Authorised by	
Name:	Position:
Signature:	Date:

Property accessibility features

Number of front entry stairs:

Number of rear entry stairs:

Number of internal stairs:

Wheelchair accessible modifications:

1. No steps from either the footpath or parking area (e.g. garage) to the property. A flat or gentle slope is acceptable
2. No steps or stairs at entry door/ ramp and/ or lift at entry. Provide details:
3. No changes in floor level (or steps) between rooms.
4. Key rooms on same levels (eg. the living room, kitchen, a bathroom and a bedroom).
5. Space around the toilet (space required to one side for a wheelchair).
6. Wheel-under basin in bathroom.
7. Space for wheelchair to pass through doorways (wider doorways of 800mm minimum clearance). Refer to figure 1 below. The doorways should also have level entry (eg. be step free).
8. Enough circulation space for a wheelchair in hallways. For example, minimum hallway width 1000 mm.
9. Enough space to manoeuvre a wheelchair past furniture, fittings and fixtures (in at least the living room, bedroom and kitchen).
10. Hob less shower (step free).

Note: All accessibility features must be ticked for the property to be considered fully wheelchair accessible.

Other modifications

11. Other accessibility modifications:
12. Entry doorways have been widened (minimum of 800mm wide).
13. Shower recess (with small hob).
14. Combined bathroom (toilet, shower and vanity are in the same room).
15. Lowered benches in kitchen.
16. Other major modification/s installed, please specify:

Please note: Service providers/Housing Services offices do not need to measure all access features of a property to determine if it is wheelchair accessible. However, it is recommended that measurements of bedroom and bathroom/toilet door are taken to ensure wheelchair accessibility.

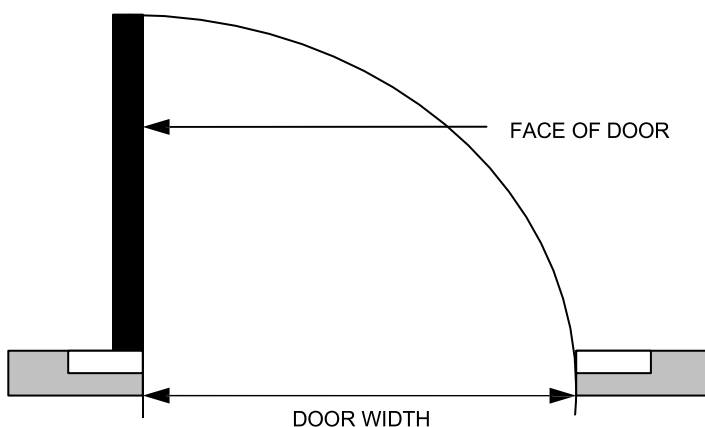


Figure 1 – Door widths must be measured to the clear opening dimensions. The measurement is from the face of the fully open door to the frame, not the width of the door itself.

Please send the completed Notification of Vacancy Form to your nearest Housing Service Centre within one (1) working day of becoming aware of a vacancy.