

Baptcare Affordable Housing Policy

Document Information

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Overview

Purpose

The purpose of this policy is to outline the arrangements for transfers and for the succession of a tenancy to another member of the household.

Who Does It Apply To?

Succession policy applies to renters and household members of properties that are owned and/or managed by BAH.

Transfers may involve the transfer to a property managed by Baptcare Affordable Housing (BAH) by another participating registered agency of the Victorian Housing Register (VHR) or managed by DFFH.

Definitions

- a) Succession – Following immediately after
- b) Applicant - Means a person who has applied for housing via the VHR or, where permitted by this policy, directly to BAH
- c) DFFH - Means the Victorian Department of Families, Fairness and Housing
- d) Director of Housing - Means the Victorian government statutory authority that owns all public housing land in Victoria and is the principal funding body for community housing
- e) Nomination rights - Means arrangements between BAH and third-party support providers where the support provider nominates applicants for certain vacant properties
- f) Priority Access – Applies to applicants on the VHR who have been assessed as having a priority housing need. The Priority Access categories are:
 - Emergency management housing
 - Priority transfers
 - Homeless with support
 - Supported housing
 - Special housing needs
 - Special housing needs (aged 55 years and over)
- g) Victorian Housing Register (VHR) - The statewide common application record for people seeking public housing and community housing

Policy

Overview

Eligibility

As a participating registered agency of the Victorian Housing Register (VHR), BAH renters may be eligible to apply to transfer to another social housing property if:

- Their household situation changes
- Their home is no longer suitable
- Their employment changes and they need to move a long way from where they currently live

Renters may also be eligible for a **priority transfer** through the VHR for any of the following circumstances:

- Safety issues, such as family violence, and anti-social behaviour
- Manifestly unsuitable housing, where renters cannot continue to live there independently or require major disability modifications or an additional bedroom for a live-in carer
- Uninhabitable housing, for reasons of fire, flood or vandalism
- Family re-unification, requiring additional bedrooms for children
- Stock utilisation better matching renters to properties
- Redevelopments of a property or the expiry of a head-lease.

Renters need to meet the eligibility criteria, including income and asset eligibility criteria as set by the Department of Families, Fairness and Housing (<https://www.housing.vic.gov.au/social-housing-eligibility>)

How to apply

Renters can apply for a general transfer through any DFFH office or through the MyGov website:
<https://www.housing.vic.gov.au/transfer-another-property>

Renters applying for a Priority Transfer can submit the application themselves through their MyGov account, a designated service provider or through BAH.

Succession

Succession may occur under a number of circumstances, including:

- Where the primary renter has died or is unable to remain in the property e.g., they have moved to an aged care facility
- Where the primary renter has abandoned the property

- Where the primary renter has sent BAH a Notice of Intention to Vacate.

Eligibility

To be eligible under this policy an applicant must meet either the Social Housing criteria as determined by DFFH or the Affordable Housing Criteria as determined by BAH.

In addition, the succession applicant must:

- Have no outstanding rent arrears or other debts with BAH
- Have been an approved secondary renter of the property
- Have not caused damage to the property
- Be able to sustain a tenancy and comply with their Tenancy Agreement.

BAH will also take into account any hardship the applicant may experience should they be compelled to leave the property.

How to apply

Applications must be made in writing to BAH.

Rights and Responsibilities

Renters' rights and responsibilities are protected under the Residential Tenancies Act and other Acts of parliament.

It is important for renters to know and understand their rights and that along with rights come responsibilities. At the beginning of their rental, renters are given a series of documents including a 'Rights and Responsibilities' booklet. This booklet describes both the renter's and the rental provider's rights and responsibilities.

Information and support can also be obtained through Consumer Affairs Victoria and the Tenants Union of Victoria.

Consumer Affairs Victoria

1300 55 81 81

www.consumer.vic.gov.au/

Tenants Union of Victoria

1800 068860

www.tenantsvic.org.au

Policy Review

This policy will be reviewed every two years or earlier if the legal, regulatory and contractual environment requires.

Related Documents

- BAH Allocations Policy
- DHHS Victorian Register Operational Guidelines
- Victorian Housing Registrar Performance Standards
- Housing Act 1983 (Vic)
- Residential Tenancies Act 1997 (Vic)
- Residential Tenancies Regulations 2021 (Vic)

Revisions and History

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|----------------------------------|-------------------------------------|-------------------------|
| Next Review Date: | March 2024 | |
| Revision History | Section | Commencing |
| Policy No.7.14, v.1-2,1 v.2.2 | Update to Residential Tenancies Act | 17/06/2021 21/3/2023 |

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