

ADELAIDE WORKERS' HOMES INCORPORATED

ONLY WORKING MEN & WORKING WOMEN ARE ELIGIBLE TO APPLY

Form of Application for Tenancy of Dwelling

169 Fullarton Road
DULWICH SA 5065

PO Box 377
KENT TOWN SA 5071

Telephone: (08) 8133 5075
Email: fnesci@hlbsa.com.au

- Under no circumstances will any person be permitted to reside on a permanent basis with a tenant of this trust without authority from the Secretary.
- Currently 104 of our properties fall under the National Rental Affordability Scheme. Please refer to pages 11, 12 and 13.
- ◆ **TENANCY PRIVACY STATEMENT** – MUST BE COMPLETED BY PROSPECTIVE TENANTS BEFORE WE WILL PROCESS THE APPLICATION

connectnow.
We get things sorted.

Phone: 1300 554 323 | Fax: 1300 889 598 |
info@connectnow.com.au | Web: www.connectnow.com.au



This is a **FREE** service dedicated to helping you move home more easily.

connectnow takes care of connecting all your home moving needs. We'll make your move easier, saving you time and effort. All you need to do is choose the services that best suit your home and lifestyle, and we'll look after the rest.

What's more, you pay no extra charges for utilising the Connectnow service.

PRIVACY CONSENT AND TERMS: By signing this form you consent and agree to the following: Connect Now Pty Ltd (ABN 79 097 398 662) ("connectnow") will collect, use and disclose your personal information to contact you (including electronically) about providing moving, connection and disconnection services and to inform you about products and services offered by its related companies and third party suppliers. These other companies may also use your details to contact you directly about their products and services. See connectnow's Privacy Policy for further details, including your rights to access and correct the information held about you at connectnow.com.au. Third party service providers (who may transfer your data overseas) may have their own Privacy Policy, which you can request from them. You consent to connectnow continuing to market to you unless you opt out, including by emailing privacy@connectnow.com.au. To the extent permitted by law, connectnow is not responsible or liable for delayed or failed connections or the service providers' connection charges, which you must pay to them directly. Connectnow may be paid a fee by service providers and may pay a fee to real estate agents relating to services provided to you. If you nominate an alternative contact person on this application, you authorise them to act on your behalf to arrange moving, connection and disconnection services, including accepting third party terms. You warrant that you are authorised to make this application on behalf of all applicants and alternative contact persons listed and that each person has consented and agreed to the handling of their personal information on the same terms as you have.

YES I accept the Terms. Please call me to connect my new home services.

Signed: _____

Date: _____

ID: 7941

NAME OF APPLICANT 1:

ALL QUESTIONS MUST BE ANSWERED – If not applicable, write N/A

Title (Please Circle):

Mr, Mrs, Miss, Ms

Name:

Sex:

Date of Birth:

Marital Status:

Name of Spouse:

Drivers Licence Number:

WE REQUIRE A PHOTOCOPY OF YOUR DRIVERS LICENCE OR ANY OTHER FORM OF PHOTO ID TO BE ATTACHED WITH THIS APPLICATION

Number of Dependents:

Name of Dependent 1:

_____ DOB: _____

Name of Dependent 2:

_____ DOB: _____

Name of Dependent 3:

_____ DOB: _____

Are the Dependents Residing at the Property Full Time? _____

Are Any of the Dependents Earning Income? _____ **If YES**, they will be required to submit their details as an applicant

Name of Next of Kin:

Relationship of Next of Kin:

Applicant's Secondary Education:

Institution:

Level Attained:

Applicant's Post-Secondary Education:

Institution:

Level Attained:

Applicant's Current Address:

Applicant's Current Telephone Number:

Applicant's Current Email Address:

Property Manager/Landlord's Name:

Property Manager/Landlord's Telephone Number:

Rental Amount Paid:

APPLICANT 1 cont/..

Previous Address: _____

Were you recommended to us?
If so, by whom _____

Please refer to the attached schedule and indicate which area(s) you would be interested in renting: _____

Do you have any special housing requirements? _____

Do you propose to keep pets? _____
(APPROVAL MUST BE SOUGHT FOR PETS)

INCOME

- 1. Gross Income Per Week From Employment \$ _____
Occupation: _____
Date at Which Employment Commenced: _____
Name of Employer: _____
Employer's Address: _____
Employer's Telephone Number: _____
- 2. Centrelink Pension \$ _____
- 3. Rent Assistance \$ _____
- 4. Spouse/Child Maintenance \$ _____
- 5. Family Tax Benefit – Part A \$ _____
Family Tax Benefit – Part B \$ _____
- 6. Dividends \$ _____
- 7. Income from Bank Accounts per Week: \$ _____
- 8. Income from Property Trusts: \$ _____
- 9. Superannuation Pension \$ _____
- 10. Department of Veteran Affairs Pension \$ _____
- 11. Any Other Source of Income \$ _____

BUSINESS INCOME

- 1. Self Employed - gross income less business expenses \$ _____

Supporting Documentation Must Be Attached
(Latest copy of payslip from Employer)
(Copy of latest tax return)
(Latest Centrelink Entitlement Statement)

APPLICANT 1 cont/..

FINANCIAL DETAILS

A. ASSETS

Cash Assets

Name of Organisation	Balance
	\$
	\$
	\$
	\$

Car (Make, Model, Registration Number and Market Value):

Caravan and/or Boat (Make, Model, Registration Number, Market Value):

Trailer (Make, Model, Registration Number, Market Value):

Real Estate:
(Address and Market Value):

Furniture and Contents
(Estimate of Value):

B. LIABILITIES

(Including Mortgages, Credit Cards, Store Accounts etc)

Lender	Current Limit	Balance Owing	Monthly Repayments

C. EXPENDITURE

Household Weekly Expenditure:

(i.e. Living Expenses etc)

NAME OF APPLICANT 2:

ALL QUESTIONS MUST BE ANSWERED – If not applicable, write N/A

Title (Please Circle):

Mr, Mrs, Miss, Ms

Name:

Sex:

Date of Birth:

Marital Status:

Name of Spouse:

Drivers Licence Number:

WE REQUIRE A PHOTOCOPY OF YOUR DRIVERS LICENCE OR ANY OTHER FORM OF PHOTO ID TO BE ATTACHED WITH THIS APPLICATION

Number of Dependents:

Name of Dependent 1:

_____ DOB: _____

Name of Dependent 2:

_____ DOB: _____

Name of Dependent 3:

_____ DOB: _____

Are the Dependents Residing at the Property Full Time? _____

Are any of the Dependents Earning Income? _____

If YES, they will be required to submit their details as an applicant

Name of Next of Kin:

Relationship of Next of Kin:

Applicant's Secondary Education:

Institution:

Level Attained:

Applicant's Post-Secondary Education:

Institution:

Level Attained:

Applicant's Current Address:

Applicant's Current Telephone Number:

Applicant's Current Email Address:

Property Manager/Landlord's Name:

Property Manager/Landlord's Telephone Number:

Rental Amount Paid:

APPLICANT 2 cont/..

Previous Address: _____

Were you recommended to us?
If so, by whom _____

Please refer to the attached schedule and indicate which area(s) you would be interested in renting: _____

Do you have any special housing requirements? _____

Do you propose to keep pets? _____
(APPROVAL MUST BE SOUGHT FOR PETS)

INCOME

- 1. Gross Income Per Week From Employment \$ _____
Occupation _____
Date at which employment commenced: _____
Name of Employer _____
Employer's Address: _____
Employer's Telephone Number: _____
- 2. Centrelink Pension \$ _____
- 3. Rent Assistance \$ _____
- 4. Spouse/Child Maintenance \$ _____
- 5. Family Tax Benefit – Part A \$ _____
Family Tax Benefit – Part B \$ _____
- 6. Dividends \$ _____
- 7. Income from Bank Accounts per Week: \$ _____
- 8. Income from Property Trusts: \$ _____
- 9. Superannuation Pension \$ _____
- 10. Department of Veteran Affairs Pension \$ _____
- 11. Any Other Source of Income \$ _____

BUSINESS INCOME

- 1. Self Employed - gross income less business expenses \$ _____

Supporting Documentation Must Be Attached
(Latest copy of payslip from Employer)
(Copy of latest tax return)
(Latest Centrelink Entitlement Statement)

APPLICANT 2 cont/..

FINANCIAL DETAILS

A. ASSETS

Cash Assets

Name of Organisation	Balance
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	\$
	\$
	\$

Car (Make, Model, Registration Number and Market Value):

Caravan and/or Boat (Make, Model, Registration Number, Market Value):

Trailer (Make, Model, Registration Number, Market Value):

Real Estate:
(Address and Market Value):

Furniture and Contents
(Estimate of Value):

B. LIABILITIES

(Including Mortgages, Credit Cards, Store Accounts etc)

Lender	Current Limit	Balance Owing	Monthly Repayments

C. EXPENDITURE

Household Weekly Expenditure:

(i.e. Living Expenses etc)

NAME OF APPLICANT 3:

ALL QUESTIONS MUST BE ANSWERED – If not applicable, write N/A

Title (Please Circle):

Mr, Mrs, Miss, Ms

Name:

Sex:

Date of Birth:

Marital Status:

Name of Spouse:

Drivers Licence Number:

WE REQUIRE A PHOTOCOPY OF YOUR DRIVERS LICENCE OR ANY OTHER FORM OF PHOTO ID TO BE ATTACHED WITH THIS APPLICATION

Number of Dependents:

Name of Dependent 1:

_____ DOB: _____

Name of Dependent 2:

_____ DOB: _____

Name of Dependent 3:

_____ DOB: _____

Are the Dependents Residing at the Property Full Time? _____

Are any of the Dependents Earning Income? _____

If YES, they will be required to submit their details as an applicant

Name of Next of Kin:

Relationship of Next of Kin:

Applicant's Secondary Education:

Institution:

Level Attained:

Applicant's Post-Secondary Education:

Institution:

Level Attained:

Applicant's Current Address:

Applicant's Current Telephone Number:

Applicant's Current Email Address:

Property Manager/Landlord's Name:

Property Manager/Landlord's Telephone Number:

Rental Amount Paid:

Previous Address:

APPLICANT 3 cont/..

Were you recommended to us?
If so, by whom

Please refer to the attached schedule
and indicate which area(s) you would
be interested in renting:

Do you have any special housing
requirements?

Do you propose to keep pets?

(APPROVAL MUST BE SOUGHT FOR PETS)

INCOME

- 1. Gross Income Per Week From Employment \$ _____
Occupation _____
Date at which employment commenced: _____
Name of Employer _____
Employer's Address: _____
Employer's Telephone Number: _____
- 2. Centrelink Pension \$ _____
- 3. Rent Assistance \$ _____
- 4. Spouse/Child Maintenance \$ _____
- 5. Family Tax Benefit – Part A \$ _____
Family Tax Benefit - Part B \$ _____
- 6. Dividends \$ _____
- 7. Income from Bank Accounts per Week: \$ _____
- 8. Income from Property Trusts: \$ _____
- 9. Superannuation Pension \$ _____
- 10. Department of Veteran Affairs Pension \$ _____
- 11. Any Other Source of Income \$ _____

BUSINESS INCOME

- 1. Self Employed - gross income less business
expenses \$ _____

Supporting Documentation Must Be Attached
(Latest copy of payslip from Employer)
(Copy of latest tax return)
(Latest Centrelink Entitlement Statement)

APPLICANT 3 cont/..

FINANCIAL DETAILS

A. ASSETS

Cash Assets

Name of Organisation	Balance
	\$
	\$
	\$
	\$

Car (Make, Model, Registration Number and Market Value):

Caravan and/or Boat (Make, Model, Registration Number, Market Value):

Trailer (Make, Model, Registration Number, Market Value):

Real Estate:
(Address and Market Value):

Furniture and Contents
(Estimate of Value):

B. LIABILITIES

(Including Mortgages, Credit Cards, Store Accounts etc)

Lender	Current Limit	Balance Owing	Monthly Repayments

C. EXPENDITURE

Household Weekly Expenditure:

(i.e. Living Expenses etc)



The National Rental Affordability Scheme

The National Rental Affordability Scheme ('NRAS' or the Scheme') seeks to address the shortage of rental housing and rapidly rising rents by offering a National Rental Incentive (the 'Incentive') to providers of new rental dwellings. The Incentive is offered on the condition that dwellings are rented to eligible low and moderate income households at a rate at least 20 per cent below market rates. By requiring a reduction on market rent of at least 20 per cent, the Scheme substantially improves affordability for tenants.

Tenant Consent Information

You are required to provide this document to the prospective tenants. Each prospective tenant who is an adult must sign the Tenant Consent Form prior to entering into any lease or rental agreement for an NRAS property.

Why is information collected?

The Australian Government as represented by the Department of Sustainability, Environment, Water, Population and Communities (SEWPaC) gives your housing provider funding to offer affordable rental accommodation to eligible tenants.

Information about you and your household is collected by your housing provider for SEWPaC to ensure your eligibility to rent a property under the National Rental Affordability Scheme and to assist the Australian Government to find out who is accessing its services.

The more SEWPaC can learn about who your housing provider rents their accommodation to will better assist the Australian Government to direct funding to areas of need and improve its services.

What information is collected?

The information listed below is collected from you by your housing provider. By signing this form you are giving permission for your housing provider to give the following information to SEWPaC:

- the length of your lease;
- the number of occupants in your dwelling;
- the ages of occupants;
- the composition of the household;
- sources and details of income earned;
- and
- occupation details.

The following questions are optional and will not affect your tenancy. If you do answer, the information will help us to continue to improve Australian Government services.

- whether you or anyone in the household identifies as being of Aboriginal or Torres Strait Islander descent; and
- whether you or anyone in the household identifies as a person with a disability.

You can ask your housing provider to give you a written copy of the information that they have provided to SEWPaC.

Protection of information

Your housing provider is obliged as they are collecting the information for SEWPaC, and also SEWPaC is required, to observe strict privacy rules called Information Privacy Principles which are contained in the *Privacy Act 1988* (Cth). This means that they must:

- tell you why they need to collect your information (i.e.

to enable SEWPaC to assess your eligibility to lease an NRAS property and to provide additional information for assessing the rental program);

- tell you what they do with your information and who they will give it to (e.g. SEWPaC and any other parties SEWPaC determines appropriate to achieve the objectives listed above);
- store the information securely;
- only use the information for the purposes they obtained it; and
- only pass your information on when the law allows, when you have consented and when you have been advised of the other parties to whom your information may be given.

The information that is forwarded to SEWPaC is stored in a secure manner and only a limited number of SEWPaC staff have access to your personal information.

SEWPaC sometimes provides information about people who are accessing Australian Government funded services to other Government departments and researchers. When this happens, only limited information is made available and SEWPaC removes all details that could identify you, e.g. your name. This is so no one will be able to identify the information as belonging to you.

The other Government departments and researchers who are given access to your personal information must also observe the Information Privacy Principles when handling the information. The Federal Privacy Commissioner can investigate allegations of improper collection, use and disclosure of personal information by government departments.

Obligations of your housing provider

Your housing provider must verify that the gross annual income (income from all sources before tax is applied) of all occupants that reside in an NRAS property are within the household eligibility thresholds for your household type. The initial verification must be conducted at the time of entering into the lease or rental agreement and should be reviewed annually.

Please note that you will cease to be an eligible tenant if the household's combined gross annual income exceeds the income threshold for your household by 25% or more in two consecutive eligibility years.

Your housing provider must ensure that they comply **at** all times with the landlord, tenancy, building and health and safety laws of the State or Territory and local government area in which the dwelling is located.

Your housing provider must provide an NRAS approved rental property at a rate of at least 20% below the assessed market rent of the property.

Your housing provider may only review the market rent for your property upon entering a new lease or no more than at 12 monthly intervals for an existing lease. Reviews to market rent must:

- be supported by publicly available data where possible on comparative rental rates in the locale of the dwelling (except in years one, four, and seven); and

- not exceed the percentage change in the NRAS market index of the capital city in the State in which the dwelling is located. Your housing provider must keep and maintain all records used to verify your eligibility to lease an NRAS dwelling, methodology for determining market rent and information and details specifically requested by SEWPaC for five years.

ADELAIDE WORKERS' HOMES INCORPORATED

RICHMOND

APPROXIMATE WEEKLY RENTAL

Albert Street	3 Bedroom Maisonette 3 Bedroom Townhouse	\$220.00 to \$290.00 \$295.00 to \$375.00
Davenport Terrace	3 Bedroom Maisonette 3 Bedroom Townhouse	\$230.00 to \$340.00 \$295.00 to \$320.00
Frederick Street	3 Bedroom Townhouse	\$215.00 to \$385.00
Martin Avenue	3 Bedroom Maisonette 3 Bedroom Townhouse	\$230.00 to \$325.00 \$315.00 to \$350.00
Milner Road	3 Bedroom Dwellings	\$215.00 to \$350.00
Elder Close	3 Bedroom Townhouse	\$300.00 to \$320.00
Lehman Place	3 Bedroom Townhouse	\$300.00 to \$320.00
Apartments	Studio, 1, 2 & 3 Bedrooms	\$155.00 to \$300.00

MILE END

Henley Beach Road	3 Bedroom Townhouse	\$320.00 to \$340.00
Junction Lane	3 Bedroom Townhouse	\$320.00 to \$360.00
Kintore Lane	2 Bedroom Units	\$265.00 to \$305.00

WOODVILLE

First Avenue	2 Bedroom Units	\$185.00 to \$220.00
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Privacy Policy of Adelaide Workers Homes Inc.

How we handle your Personal Information

Our privacy policy (**Privacy Policy**) outlines how Adelaide Workers Homes Incorporated ABN 47 308 503 618 (“**AWH**”) handles Personal Information it collects. AWH is committed to complying with the Australian Privacy Principles (**APPs**) set out in the *Privacy Act 1998* (Cth). AWH respects the confidentiality of the Personal Information that we Collect, Hold, Use and Disclose and strives to ensure that appropriate steps are taken to safeguard that information.

This Privacy Policy explains how we Collect, Hold, Use and Disclose, Personal Information. ‘Personal information’ is data that relates to an individual and that identifies that individual, or from which an individual can reasonably be identified. This may include a name and contact information, including an email address.

This Privacy Policy is available via telephone on (08) 8133 5000.

From time to time, AWH may review and update its Privacy Policy to take account of new laws and/or changes to our operations and practices.

Personal Information we Collect

We only collect Personal Information that is necessary for our operations and objectives to provide affordable rental accommodation to low and moderate income workers. We collect information from past, current and prospective tenants (**Tenants**). The primary purpose of collecting Personal Information from past, current and prospective tenants is to allow us to decide who is entitled and remain entitled to accommodation at AWH. Further, the collection of Personal Information enables us to inform or notify our tenants about any issues and/or activities at AWH.

For tenants, the Personal Information we collect includes your:

- name;
- residential and business address;
- email address;
- phone number;
- mobile number
- information included in communications you may have had with us
- Group Certificates/PAYG/Notice of Assessment
- Pay Slips
- Centrelink Income Statement
- Schedule of Personal Assets including house, vehicle, caravan, real estate, stocks, shares.

We may also collect your contact details and email address for tenancy communications only.

We also collect and hold Personal Information, including contact details, of our Board and external stakeholders.

How we collect Personal Information

Where it is practicable to do so, we aim to collect Personal Information about you directly from you. We may also collect Personal Information about our past, current or prospective tenants from AWH and about other individuals indirectly because it is collected in a communication with us.

Some examples of how we collect Personal Information include (but are not limited to):

- directly from individuals in person, via telephone calls and/or emails;
- directly from individuals on forms completed and submitted to us;
- from AWH (in relation to Personal Information of individuals who are tenants of AWH)
- from government bodies associated with assisting funding or tenancy applications.

How we Use Personal Information and for what purpose

Generally, we use the Personal Information we collect for the primary purpose for collection, or for a related secondary purpose. As noted above, the primary purpose is to identify past, current and prospective tenants and allow us to decide who is entitled and remain entitled to accommodation at AWH and if applicable arrange that accommodation through arranging lease documents. Further, the collection of Personal Information enables us to inform or notify our tenants about any issues and/or activities associated with our tenants and with AWH.

Personal Information we collect is also used to undertake the following:

- process rental payments;
- issue rental receipts;
- maintain a register of tenants; and
- inform tenants about our activities and provide updates on the AWH community;

Where necessary, we may also use your Personal Information to enable us to comply with our obligations under the law.

We will only use your Personal Information in accordance with the APPs, and while maintaining confidentiality. With the exception of updating our AWH community on any issues or activities and using tenant details for those purposes (which would be done with that tenant's consent), we do not use Personal Information for other purposes.

Disclosure of Personal Information

In order to conduct our business, we may disclose Personal Information to third parties such as relevant government bodies that provide us with products or services or funding that support our activities.

We may also disclose Personal Information:

- with the consent of the individual to whom it relates;
- for the primary purpose the personal information was collected;
- in circumstances where the person about whom the personal information relates would reasonably expect this disclosure to occur; and/or
- where required to do so by law.

Third Parties may include but not be limited to:

- SA Government - Department of Social Services Housing Support;
- Australian Federal Government pursuant to the NRAS scheme; and
- SA Government - Housing SA.

Sharing on social media

If you click on a link to a social media site or post from the AWH website, or click on a link to the AWH website from AWH Social media pages, we may share your Personal Information (including user name, profile picture, likes and posts) with the AWH social media service provider, other social media users and your social media friends or followers. If you do not want your Personal Information shared in this way, you can choose not to connect via your social media profile with the AWH website, or configure your web browser to block cookies (which may affect the functionality of some website features).

If you interact with us using your social media account, that Personal Information will be subject to the privacy policy of the relevant social media site.

If you do not agree to these disclosures, please advise us via the Contact Details below.

Storage and Security of Personal Information

We take the security of Personal Information we hold seriously. We handle Personal Information sensitively and in accordance with the APPs.

We take all reasonable steps to protect the Personal Information we hold from misuse, interference and loss, and from unauthorised access, modification or disclosure. These steps include using electronic and physical security measures, including password protected software and hardware.

If we no longer need the Personal Information that we hold physical copies of, we take reasonable steps to destroy or de-identify that information. It may be necessary for us to retain Personal Information to comply with our legal obligations, or for insurance or audit purposes. Personal information stored electronically may be stored securely indefinitely for IT back up and electronic audit trail purposes.

How individuals can access Personal Information we hold about them

You can request access to the Personal Information we hold about you by contacting us at the address below under Contact Details. We may need to verify your identity and may charge a fee to cover the cost of providing access. If a fee is charged for providing access, you will be informed of the details of the fee prior to the provision of access.

How to update or correct your Personal Information

You can request to update or correct Personal Information we hold about you which you believe is inaccurate or out of date by contacting us at the address under Contact Details.

How to make a privacy complaint

We always ensure that we handle your Personal Information in accordance with our Privacy Policy and the APPs. However, if you have any concerns about our handling of your Personal Information you can contact us using the address at Contact Details so that we can try and resolve the issue with you quickly and directly. If you are still dissatisfied, you can contact the Office of the Australian Information Commissioner at:

- Post: GPO Box 5218, Sydney NSW, 2001. Email: www.oaic.gov.au. Phone: 08 8133 5000.

Currency

This Privacy Policy was last updated in September 2021.

Contact Details

To request access to the Personal Information we hold about you, or to make a privacy complaint, please contact us during business hours using the following contact details:

- Adelaide Workers Homes Inc, 169 Fullarton Road, Dulwich SA 5065 Phone: +61 8 8133 5000.

CONSENT AUTHORITY

I.....have read, understood and I agree to the contents of the AWH Privacy Policy. I consent to the provision of my Personal Information to AWH and also the handling (holding, use, disclosure and protection) of my Personal Information by AWH in accordance with AWH Privacy Policy.

Signed:

Date.....

Print Name:

ADELAIDE WORKERS' HOMES INCORPORATED
(“AWH”)

POLICIES RELATING TO:-

- **ELIGIBILITY OF TENANTS; AND**
- **RENTAL DETERMINATION**

1. BACKGROUND

1.1. AWH is an association incorporated in 1898 under the *Associations Incorporations Act 1858* in accordance with the terms of the Will of Sir Thomas Elder who died on 6 March 1897. Sir Thomas Elder bequeathed his executors, who were also appointed Trustees of his Will, the sum of **TWENTY FIVE THOUSAND POUNDS** (£25,000) and directed his executors to apply that sum in founding and establishing an institution to be called the “Adelaide Workmen’s Homes” subject to such scheme of management as the executors considered appropriate.

1.2. The terms of the original Trust have been amended by Act of Parliament on three occasions since 1898 and the principal object of AWH is to benefit workmen and persons who, having being workmen or dependants of workmen, are pensioners or aged persons, by providing them with suitable dwellings and other accommodation at a reasonable rental. It is in the sole discretion of the Trustees of AWH to determine whether any person is or is not qualified to receive any benefit from AWH.

“Workmen” is specifically defined to include “workwomen”.

The most recent amendment to the terms of the original Trust changed the name to Adelaide Workers’ Homes Incorporated to allow the name to be gender neutral.

In other words, the purpose of AWH is to provide accommodation at a reasonable rental to working men and working women, their dependants, retired working men and working women and / or their dependants.

2. ELIGIBILITY OF TENANTS

2.1. General Policy

The Trustees consider that the persons eligible to become tenants of AWH are limited to:-

- working men or working women and their dependants; and
- former working men or working women who are now pensioners or aged persons.

In determining whether a person in financial need is a working man or working woman, the Trustees will consider the following factors:-

- the occupation of the person including whether that occupation is skilled or unskilled, manual or non-manual, industrial or non-industrial;
- the income of the person and the extent to which that income is derived from the sale of that person’s labour;

- the form which the income takes;
- the education attainments of the applicant; and
- the asset position of the applicant,

although in certain circumstances (for example if a suitable person within the categories detailed above cannot be found within a reasonable time) the Trustees may in their absolute discretion rent properties to others with a view to keeping vacancies at a minimum.

2.2. **Circumstances of all Adult Occupants to be considered**

The financial and work situation of all adults intending to reside in the property must be submitted for consideration by AWH at all relevant times when eligibility or on going eligibility is considered.

2.3. **Application Forms / Applications Procedure**

2.3.1. A copy of a Tenancy Application Form can be accessed by the website.

In respect of each adult applicant the following information must be provided:-

- Employment / Occupation
- Trade / Professional Qualifications:-
 - schooling;
 - post-schooling.
- Work History (including self-employment):-
 - description of duties;
 - period in current work;
 - period in previous work.
- Statement of Assets and Liabilities:-
 - real estate;
 - motor vehicles – including make and registration details;
 - furniture and effects;
 - boats and caravans – including make and registration details;
 - bank accounts;
 - loans.
- Statement of Income and Expenditure (including any welfare or other Centrelink benefits).

2.3.2. Before a tenancy is confirmed AWH staff will:-

- assess the truth or otherwise of work and financial information provided in support of the application and if thought necessary confer with the applicant;
- be satisfied as to the proper identity of all applicants by the production of photo identification or some suitable alternative means of identification, such as correspondence from a bona fide employer.

2.3.3. Any student who applies for a tenancy must be in regular part time employment and produce proof concerning the nature and extent thereof.

2.4. **Changes in Circumstances of Applicants / Termination of Lease**

It is possible that situations will arise where tenants who are eligible at the commencement of a tenancy change their circumstances such that they may no longer be eligible.

Tenants may be required to provide AWH with updated financial and work information so that AWH can be satisfied that the tenant remains eligible to be granted a lease.

All tenancies granted by AWH will be periodic tenancies and can be terminated by AWH for any reason upon giving ninety (90) days notice to a tenant.

If tenants are not in breach of the terms of the Lease and provided that their financial and work particulars have not changed since the commencement of the Lease, tenants can expect leases to remain in force unless AWH:-

- requires possession of the premises for the purposes of demolition;
- requires possession of the premises in order to carry out repairs or renovations that cannot be undertaken with reasonable convenience while the tenant remains in possession of the premises; or
- has entered into a contract for sale of the premises requiring vacant possession of the premises

in which case AWH must give not less than sixty (60) days notice of termination to the tenant.

If AWH requests updated financial and work information from a tenant and the tenant neglects or refuses to supply that information or if the information so supplied by a tenant indicates that the circumstances of the tenant no longer comply with this Eligibility Policy then AWH reserves the right to terminate the tenancy by the giving of ninety (90) days notice in writing.

3. RENTAL DETERMINATION

3.1. Requirement for Rental to be reasonable

The object of AWH is to benefit eligible tenants by providing “suitable dwellings and other accommodation at a reasonable rental”.

The Trustees are obliged by the terms of the Trust to require a “moderate” return upon capital and believe that currently a net rental of between one and two per cent (1 – 2 %) based on the net asset value of trust assets is “moderate” and therefore “reasonable”.

AWH has always charged tenants a rental which is less than an appropriate market rate and will continue that policy.

3.2. Annual Rent Review

Rent in respect of all premises will be reviewed on an annual basis from the start date of the tenancy, calculated with having regard to a moderate return on capital.

In order to assess a proper return on AWH’s assets, valuations are commissioned in respect of:-

- market rent; and
- market value

on the annual AWH balance date which is the 31st day of December each year.

Rents are to be considered against those valuations allowing a return on net asset value in the range mentioned above.

The rent so determined can then be compared to a market rent as a demonstration that actual rents are significantly less than market. It is anticipated that the percentage reduction from market rent will vary in respect of different properties and estates – i.e. not necessarily ten per cent (10%) (or any figure for that matter) across the board.

The Trustees recognise that each estate may be considered separately to enable some form of cross subsidy.

Under the *Residential Tenancies Act* tenants are entitled to not less than sixty (60) days notice if the rent is to increase.