



# APPLICATION FOR OLDER ADULTS INDEPENDENT LIVING UNITS

GLEN EIRA  
CITY COUNCIL

*(Please note, applications will only be accepted if all questions are completed and required information is attached)*

Please send completed application forms to:

Accommodation Access Officer

Glen Eira City Council

PO Box 42

CAULFIELD SOUTH VIC 3162

OR

In person to Council's Service Centre

Glen Eira City Council

Corner Glen Eira and

Hawthorn Roads, Caulfield

## DETAILS OF APPLICANT

### Name

Mr, Mrs, Ms, Miss

First and Middle name

Family Name

Maiden or Previous Family Name

### Address

Unit/flat/house number

Street name

Suburb

Postcode

Contact Tel No (Home)

(Mobile)

Email address

Main language spoken

If you require an interpreter, please indicate your preferred language

## ABOUT THIS FORM

A special symbol has been used to help you fill in this form.



**means you must attach documentation**

- Step 1** Complete all sections of the application
- Step 2** Ensure you attach all relevant documentation
- Step 3** Ensure that the declaration and consent forms are signed
- Step 4** Complete the checklist at the back of the form
- Step 5** Take or send the form with your documentation to Glen Eira City Council

## ABOUT THIS APPLICATION

Your application will be assessed on the basis of the information you provide, so before you fill in this form, please read it carefully. You must attach certain documents with your application. Photocopies are acceptable.

Any information you provide will remain confidential.

When we receive your application you will receive a letter confirming receipt of your application. Please ensure you complete all sections of the application form and attach required documentation. Your application form will not be accepted if it is incomplete.

## ABOUT COUNCIL'S INDEPENDENT LIVING UNITS

If you wish to live in a Council independent living unit you must complete this application form. If your application meets Council's eligibility criteria your name will be placed on a waiting list. Once a suitable vacancy arises, you will be notified in writing to attend an informal interview. You will then be notified whether your application has been successful.

In the event that your application is unsuccessful, you will remain on the waiting list until a suitable vacancy arises. If during this period your contact details change, you must notify us immediately by either mail or telephone 9524 3333.

Council will give priority to applicants who are homeless or at risk of homelessness.

## SECTION A — general eligibility

Please list members of the household who will be living with you, including yourself

Surname	First and middle name	Date of Birth	Male/ Female	Married/ Single	Relationship to Applicant	Country of Birth
					<b>SELF</b>	



Each person listed in the application must provide documentation which shows their identity. Any one of the following three options will be accepted.

1. One form of identification with your photograph and signature e.g. Passport, driver's license; or
2. Two forms of identification with your signature, e.g. credit card, Health Care Card, Pensioner Concession Card; or
3. Two forms of identification, one with your signature, the other with your photo

How many years have you lived in the municipality of Glen Eira? \_\_\_\_\_

*(The City of Glen Eira covers Bentleigh, Bentleigh East, Carnegie, Caulfield, Elsternwick, Gardenvale, Glen Huntly, McKinnon, Murrumbeena, Ormond and St Kilda East)*

Do you or anyone to be housed with you receive a FULL pension?

YES

NO

**IF YES, STATE:**

**(SELF)** Pension number: \_\_\_\_\_

Pension type: \_\_\_\_\_

**(OTHER)** Pension number: \_\_\_\_\_

Pension type: \_\_\_\_\_



Each person listed in the application must provide an Income Statement for Housing Authorities from Centrelink or the Department of Veterans' Affairs showing your payment amounts. The letter/statement must not be more than two-weeks-old.

Driver's licence number (if applicable): \_\_\_\_\_

Name and address of your doctor:

\_\_\_\_\_  
\_\_\_\_\_



**Each person listed in the application must attach a letter from their doctor supporting their application for independent living.**

Next of Kin (Please provide a minimum of one):

Name: \_\_\_\_\_

Address: \_\_\_\_\_

Telephone: \_\_\_\_\_

Email: \_\_\_\_\_

Relationship to you: \_\_\_\_\_

Name: \_\_\_\_\_

Address: \_\_\_\_\_

Telephone: \_\_\_\_\_

Email: \_\_\_\_\_

Relationship to you: \_\_\_\_\_

What is your reason for wanting to move into a council independent living unit?

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

When would you be ready to move into an independent living unit?

IMMEDIATELY

6-12 MONTHS

OTHER

Please specify reason for other: \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_

Have you or anyone to be housed with you in the last five years owned/part/owned or sold any real estate including; land, a house, unit, flat or commercial property?

YES

NO

If renting, boarding or lodging, how much rent/board do you pay per month? \$\_\_\_\_\_



**Please provide a statement from your real estate agent/landlord stating the amount of rent/lodging/board you pay. The statement must not be more than one month old.**

Name and telephone number of real estate agent/landlord:

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Please indicate which location/s you prefer:

- |                                                     | Bedsitter                | Single Bedroom           |
|-----------------------------------------------------|--------------------------|--------------------------|
| • 12-16 Belsize Avenue, Carnegie                    | <input type="checkbox"/> | <input type="checkbox"/> |
| • 10 Curraweena/76-78 Marara Roads, Caulfield South |                          | <input type="checkbox"/> |
| • 134-136 Jasper Road, Bentleigh                    | <input type="checkbox"/> |                          |

## SECTION B — financial statement

I advise that my financial situation is as follows:

Pension \$ \_\_\_\_\_ per fortnight

Rent Assistance \$ \_\_\_\_\_ per fortnight

Pharmaceutical Allowance \$ \_\_\_\_\_ per fortnight

Do you have any of the following:

Monies held in a trust: YES  NO

Superannuation funds  
which can be accessed: YES  NO

Shares: YES  NO

Stock market bonds and  
Investments: YES  NO



**If you answered YES to any of the above, please provide documentation that shows the value of these assets.**

Overseas pension \$ \_\_\_\_\_ per \_\_\_\_\_



**Each person must provide an overseas pension statement. The statement must not be more than four-weeks-old.**

Interest (bank, credit union etc) \$ \_\_\_\_\_ per annum

Savings \$ \_\_\_\_\_




**Each person must provide a copy of a recent bank statement. The statement must not be more than four-weeks-old. If you have more than one bank account, statements showing all account balances must be attached.**

**Please note: An A.T.M. receipt is not sufficient documentation**

Rent from property investments \$ \_\_\_\_\_ per annum  
 Other income (please specify below) \$ \_\_\_\_\_

Value of any other assets \$ \_\_\_\_\_

*(Assets generally include money in the bank, shares, land and so on. Assets do not include personal belongings, car, and furniture or superannuation funds).*

 **Each person must provide an Income and Assets Statement from Centrelink or the Department of Veterans' Affairs. The Statement must not be more than two-weeks-old.**

Are you or anyone to be housed with you employed? YES  NO

If yes, please provide the following details:

Name of company	Hours worked per week	Gross (before tax) weekly income \$

 **To confirm your employment details, please provide a wage statement signed by your employer that shows the gross income received over the last 13 weeks and any other salary entitlements.**

**I/We declare that all the information requested in this application for a Council independent living unit has been provided and is true and correct.**

Declared by: (Full name of applicant) \_\_\_\_\_

(Signature of applicant) \_\_\_\_\_

Witnessed before me (Print name) \_\_\_\_\_

(Signature) \_\_\_\_\_

Date: \_\_\_\_\_

## SECTION C — checklist

Before you return this form, have you:

Attached an Income Statement for Housing Authorities from Centrelink or Veteran's Affairs?

Attached a letter from your doctor supporting your application for independent living?

Attached a copy of all recent bank statements?

Attached a statement from your real estate agent/landlord stating the amount of rent/lodging/board you pay?

Attached an Income and Assets Statement from Centrelink or Veteran's Affairs?

Attached all other relevant documentation?

### Privacy information

The personal information requested is required for the provision of the service referred to on this form and will only be shared with those directly responsible for providing that service. If you do not provide the information requested, we may not be able to deliver the service.

If you would like to know more about privacy at Glen Eira City Council, including your right to seek access to any information collected on this form, please contact Council's privacy officer on 9524 3333.