

SD319 0125

# Reason For Declining an Offer of Rental Accommodation

**Important** If you decline this offer of accommodation and the Department of Communities (Housing) does not consider your decline reasonable your application may be removed from the waiting list.

Personal Details	Are you declining this property because it needs repairs? Yes No
Mr Mrs Miss Ms Other	
Surname	Decline Reasons
	(Attach supporting documents or a separate statement if required)
First name	
Second name	
Current Address	
Street Number	
Street Name	
Suburb / Town	
State	
Postcode	
Phone	
Email	
Declined Property Details	
Address of offer	
Do you require assistance to complete this form? Yes No	I decline the offer of accommodation above. I am aware that if my reasons for declining the offer are not considered reasonable by the Department of Communities (Housing) my
Have you read and understood the Department's policy on declining a property (see over page)? Yes No	application may be withdrawn from the waiting list. I am aware that if my application is withdrawn and I still require assistance I will need to submit a new application for housing assistance.

#### **Client Signature**

Æ	מ						
Date	Э						
D	D	Μ	Μ	Y	Y	Y	Y

# **Declining an Offer of Accommodation**

#### Important Information:

- Clients that decline an offer of accommodation will need to provide supporting evidence specifying why the accommodation is unsuitable.
- Where a client's decline is considered unreasonable, their application may be withdrawn from the waiting list.
- Clients withdrawn from the waiting list have the right to appeal the decision.
- When a property is declined it may be offered to someone else on the waiting list.
- Consideration will be given to a client's demonstrated housing need when an offer of accommodation is made.

### **Reasonable Decline**

A reasonable decline is when an offer:

- Is not in the metropolitan zone or country town of the client's choice; or
- Does not meet the client's demonstrated housing need.
- Does not have the minimum number of bedrooms appropriate to the household size and composition.
- Is unsuitable due to cultural reasons.
- Poses a risk to the safety of the household.
- Family and Domestic violence.

Witness Signature

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Witness Name

Clients must provide supporting evidence where the decline of accommodation is deemed unsuitable.

If a client does not have a reasonable reason to decline an offer of accommodation, or fails to provide the required evidence to support their claim, their application may be withdrawn from the waiting list.

Clients who are unable to accept an offer of accommodation due to extenuating circumstances may request a one-off deferment of up to 12 months.

If a client is still unable to accept an offer of accommodation after the end of the deferment period, their application may be withdrawn from the waiting list.

## **Extenuating Circumstances**

An extenuating circumstance is where clients:

- Are unable to break a private lease
- · Have suffered a recent bereavement
- Have experienced a traumatic incident
- · Have experienced a serious illness or injury
- Are awaiting finalisation of a visa application
- · Are incarcerated
- Are having their circumstances reviewed to help obtain a greater understanding of their housing need/s.

#### Office Use Only

Customer ID number	Notes
Work file number	
Allocation officer name	
Reasonable	
Unreasonable (initiate review)	
If reasonable, senior CSO name	
Signature:	
<u>A</u>	
Application officer – notify client	