

## **Background**

Since its inception in 2007, QLCHT has managed the allocation of properties by inviting selected households on its waiting list to submit a formal application. The households invited to apply are selected by QLCHT giving consideration to their eligibility, suitability and in the case of rental properties, highest need as determined by QLCHT. This process has historically been relatively simple and informal.

As the waiting list of eligible households seeking assistance now reaches over 500, QLCHT acknowledges there needs to be a more structured process taken when inviting households to apply for properties, and the subsequent allocation of those properties.

## **Adopted Policy**

1. Secure Home programme – households will be prioritised according to how long they have been on the waiting list. QLCHT staff will start at the top of the waiting list (those who have been there the longest), inviting those deemed eligible and who have the financial capacity for the programme to apply for a property. A full and thorough assessment will be made by QLCHT (including credit check, landlord reference, evidence of income and interview with household) and properties offered first to those qualifying households who have been on the waiting list the longest. The responsibility lies with the applicant to keep QLCHT updated with their current financial position.
2. Rent Saver programme – households will be prioritised according to how long they have been on the waiting list. QLCHT staff will start at the top of the waiting list (those who have been there the longest), inviting those deemed eligible and who have the financial capacity for the programme to apply for a property. A full and thorough assessment will be made by QLCHT (including credit check, landlord reference, evidence of income and interview with household) and properties offered first to those qualifying households who have been on the waiting list the longest. The responsibility lies with the applicant to keep QLCHT updated with their current financial position.
3. Affordable Rental programme – the invitation to apply for a property under the Affordable Rental programme will be based first on highest need, as deemed by QLCHT. A full and thorough assessment will be made by QLCHT (including credit check, landlord reference, evidence of income and interview with household) and properties offered to those qualifying households with the highest need. Where there are multiple households with a high need on the waiting list, consideration will then go to length of time on the waiting list and the final offer of a property based on this. Assessment of need will be evaluated at QLCHT's sole

discretion and will include factors such as a household size, income, typology and current living circumstances.

4. Key Worker priority – from time to time, QLCHT Board may determine, at its sole discretion, that a particular property should be prioritised for a “key worker”. Key workers include police, nurses, teachers and others, whose professions have been identified as core to the makeup of a high functioning community. This assessment will be evaluated at the sole discretion of QLCHT.