What happens if I find accommodation?

Once you have found accommodation you must have the landlord complete the Tenancy details form and return it to the Department of Communities. We will confirm all the details on the form with the landlord before approving your loan. Once approved, you will be required to sign the loan agreement and set up a payment arrangement. By signing the loan agreement you agree to the loan conditions, so it is important you read and understand these documents.

The bond and rent in advance payments will be sent directly to the landlord/bond administrator.

What happens if I don't find accommodation?

If you have not found accommodation within the 180 day period, you can renew the conditional approval. However, you will need to provide updated proof of income.

What if I sign a fixed term tenancy agreement?

When you sign a fixed term tenancy agreement with a private landlord or agent, you are responsible for the financial consequences if you break that agreement for any reason, including if you accept an offer for one of our properties. If you are on the public housing waiting list, contact your local Department of Communities office prior to signing the agreement to discuss your options.



Translating and Interpreting Service (TIS) – Telephone: 13 14 50 If you are deaf, or have a hearing or speech impairment, contact us through the National Relay Service.

For more information visit Communications.gov.au/accesshub/nrs This publication is available in other formats that can be requested at any time.

Department of Communities offices*

Albany

Head office 5 Newman Court Fremantle 6160 Tel: 1800 176 888

Metropolitan offices

Armadale 151 Jull Street Armadale 6112 Tel: (08) 6215 1212

Cannington 17 Manning Road Cannington 6107 Tel: (08) 6414 3111

Fremantle 42 Oueen Street Fremantle 6160 Tel: (08) 6414 3222

Joondalup Unit 4, 7 Wise Street Joondalup 6027 Tel: (08) 6215 1414

Kwinana 2 Stidworthy Way Kwinana 6167 Tel: (08) 6277 3877

Mandurah Unit 1, 17 Sholl Street Mandurah 6210 Tel: (08) 6277 3883

Midland 21 Old Great Northern Highway Midland 6056 Tel: (08) 6277 4343

Mirrabooka 5 Milldale Way Mirrabooka 6061 Tel: (08) 6414 3000

Perth City 605 Wellington Street Perth 6000 Tel: (08) 6215 1500

Victoria Park 269 Albany Highway Victoria Park 6100 Tel: (08) 6414 2115

Great Southern

131 Aberdeen Street Albany 6330 Tel: (08) 6277 4177

Katanning 6 Daping Street Katanning 6317 Tel: (08) 6277 4188

South West

Bunbury 22 Forrest Avenue Bunbury 6230 Tel: (08) 6414 3204

Busselton 88 Kent Street Busselton 6280 Tel: (08) 6277 3666

Maniimup Unit 10. 30-32 Rose Street Manjimup 6258 Tel: (08) 6277 5008

Goldfields

Esperance 86B Windich Street Esperance 6450 Tel: (08) 6277 3844

Kalgoorlie Unit 1-2. 84-96 Brookman Street Kalgoorlie 6430 Tel: (08) 6277 5233

Mid West

Carnarvon 6 Robinson Street Carnarvon 6701 Tel: (08) 6414 3312

Geraldton 201 Marine Terrace Geraldton 6530 Tel: (08) 6414 3320

Meekatharra 31 Main Street Meekatharra 6642 Tel: (08) 6277 3988

Pilbara

Karratha

The Quarter HQ Level 2. 20 Sharpe Avenue Karratha 6714 Tel: (08) 6414 3333

South Hedland Cnr Brand and **Tonkin Streets** South Hedland 6722 Tel: (08) 6277 5044

West Kimberley

Broome 30 Frederick Street Broome 6725

Tel: (08) 6277 3833 Derby

West Kimberley House

16-22 Loch Street Derby 6728 Tel: (08) 6277 3880

East Kimberley

Halls Creek 14A Terone Street Halls Creek 6770 Tel: (08) 6277 3811

Kununurra 16 Coolibah Drive Kununurra 6743 Tel: (08) 6215 1501

Wheatbelt

Merredin

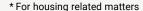
27 Mitchell Street Merredin 6415 Tel: (08) 6414 2981

Narrogin 11-13 Park Street Narrogin 6312 Tel: (08) 6414 2979

Northam 5 Elizabeth Place Northam 6401 Tel: (08) 6414 3230







communities.wa.gov.au

The Housing Authority operates within the Department of Communities.



What is bond assistance?

The Department of Communities offers an interest-free loan to help people obtain accommodation in the private rental market. This loan may cover all or part of the bond required by the landlord and up to two weeks' rent in advance.

Limits apply to the amount you can borrow. If you plan to share accommodation, the loan amount will be calculated on a pro-rata basis.

Alternatively, you may have already paid the bond and rent in advance to the landlord. In that case, we can refund this to you (up to the prescribed limit) but you must apply for a refund within eight weeks of making those payments and provide proof of payment.



To be eligible for a bond assistance loan you:

- must be a signatory to the loan
- must be 16 years or older
- must be an Australian or New Zealand citizen or permanent resident
- must meet our income limits (for more information visit our website or contact your nearest Department of Communities office)
- may have savings of up to:
 - \$5,000 for singles
 - \$10,000 for singles with dependents
 - \$10,000 for couples with or without dependents.

You may not be eligible for bond assistance if:

- your income source is not received in Western Australia
- you own property or land (in certain crisis situations, we may grant an exemption)
- you have outstanding debts with us and no repayment plan in place
- the rent exceeds 60% of the gross income of the household
- the bond was paid more than eight weeks ago
- you are a boarder or a lodger.



How do I apply?

To apply for a bond assistance loan, visit your local Department of Communities office. You:

- · do not need to make an appointment
- must establish your identity and that of any household member(s)
- must show proof of income such as recent payslips from your employer – 12 consecutive weeks' worth is required:
 - Centrelink clients can authorise us to obtain their income details by completing an Income Confirmation Scheme consent form or by supplying a Centrelink income statement no more than four weeks old
 - wage/salary earners and those who are self-employed will also be asked to provide evidence of their cash assets by presenting an up-to-date statement from a bank or other financial institution and/ or evidence from a registered accountant.

What is a conditional approval?

If you meet the eligibility criteria we will give you a letter confirming our conditional approval for a bond assistance loan. This means that you have been approved subject to final verification. The conditional approval is valid for 180 days.

