

Reason For Declining an Offer of Rental Accommodation

Important

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

Personal Details	Are you declining this property
Mr Mrs Miss Ms Other	Yes No
Surname	Decline Reasons
	(Attach supporting documents of
First name	
Second name	
Current Address	
Street Number	
Street Number	
Street Name	
Checkiname	
Suburb / Town	
State	
Postcode	
Phone	
Email	
Declined Property Details	
Address of offer	
Do you require assistance to complete this form?	I decline the offer of accommod that if my reasons for declining
Yes No No	reasonable by the Department
Have you read and understood the Department's policy on declining a property (see over page)?	withdrawn from the waiting list.

ecline F	Reasons				
ttach supporting documents or a separate statement if requir					
ttach supp	onting doci	uments or	a separat	e statemei	nt it requir

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aware that if my reasons for declining the offer are not considered reasonable by the Department my application may be withdrawn from the waiting list. I am aware that if my application is withdrawn and I still require assistance I will need to submit a new application for housing assistance.

SD319 1025 1 of 2

Yes

Client Signature	Witness Signature
∠ 1	
Date D D M M Y Y Y Y	Witness Name

Declining an Offer of Accommodation

Important Information:

- If you decline an offer of accommodation you will need to provide supporting evidence specifying why the accommodation is unsuitable.
- If your reasons for declining the offer are considered unreasonable, your application may be withdrawn from the waiting list.
- If your application is withdrawn from the waiting list you have the right to appeal the decision.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 your 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.
- Is unsuitable due to Family and Domestic Violence.

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

If you are still unable to accept an offer of accommodation after the end of the deferment period, your 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	
Person ID number	Notes
Client Management file number	
Allocation Officer's name	
Reasonable	
Unreasonable (initiate review)	
If reasonable, senior CSO name	
Signature:	
Application Officer has notified the client	

SD319 1025 2 of 2