**Private Rental Brokerage Program (PRB)**

Program Guidelines

* PRB provides assistance for young people 17-25 years in *establishing* Private Rental tenancies. PRB *does not* provide assistance for rental arrears or maintaining rental properties. To ensure funding is readily available for your client as soon as they secure a private rental property, **submit a PRB application as soon as possible**. We recommend submitting the PRB application when the young person has commenced private rental search (attending inspections etc.) *not* once they have been approved for a property. We cannot guarantee funding will be available at all times.
* **All PRB packages are for $2000.** If there are three or more applicants approved for the same property, please contact the PRB Coordinator as funding limits may taper based on property costs.
* PRB has a monthly allocated budget. Please submit application/s in a timely manner to be considered for the following month’s allocations. Please allow 5-7 days at the beginning of the month for the PRB Coordinator to process applications.
* Packages will be active for 3 months from the date of approval. Private rental must be secured and expenditure must commence within 3 months, otherwise the package will be closed and funds will be returned to the PRB pool of funds to be reallocated to another young person in need. Case managers can reapply at a later date when the client is private rental ready.
* Once private rental has been secured and expenditure has commenced, approved PRB Packages must be spent within 6 months from the original approval date. All brokerage will need to be fully expended in this period – any unused amount will be returned to the PRB pool of funds and the PRB Coordinator will send the referring worker/agency the client’s closure letter, which outlines client’s PRB expenditure.
* **Please read the approval letter sent to you upon approval. It will outline expiry dates and other important information.**
* All PRB Applications must include the following (all documents can be found on the VincentCare PRB Webpage):
  + Current PRB Application Form – Hand written forms will NOT be accepted. Must be typed.
  + Budget Sheet – Must be typed
  + VincentCare Victoria consent form – Signed (Verbal Consent O.K.)
  + VincentCare Victoria Consent Brochure – Must be provided to applicant
  + 2 forms of ID – one Photo ID (if possible) and one other form of ID (Health Care Card / Medicare Card). Please make sure copies are in colour and clear.
* **PLEASE SUBMIT DIRCTLY TO** [prb@vincentcare.org.au](mailto:prb@vincentcare.org.au)
* PRB can no longer provide payments via manual cheques. All payments for PRB will be made out to landlords/real estate agents/RTBA and other vendors by **electronic funds transfer (EFT).** A *‘supplier form’* will need to be completed by the agency requesting payment before payments can be approved. This form captures necessary details for our accounts team to perform payments for PRB. The PRB Coordinator will provide this form upon approval of the applicants funding.
* Please discuss further with the PRB Coordinator if the landlord/agent/vendor does not accept EFT as a method of payment.
* The approved applicants name MUST be on the lease agreement in order to access their brokerage. There are no exceptions to this rule. When signing a Lease Agreement with a Private Landlord, a copy of the Rates Notice must accompany the Lease Documentation to verify ownership of the property. Lease agreements with real estates do not require further supporting documentation. **To commence expenditure, we will require proof of secured private rental, such as an approval email sent by the real estate agent.**
* ***PRB Expenditure Limits apply:* Up to 100%** can be used on Bond, Rent in Advance, Rent subsidy arrangements. **Up to 50% only** can be used on household items / furniture / whitegoods. **Up to 25% only** can be used on Property Enhancements (handrails, security doors etc).

**Private Rental Brokerage Program (PRB)**Application Form

Please complete ALL questions

For assistance on completing the application - Please contact the PRB Coordinator on 03 9304 0100 or email [prb@vincentcare.org.au](mailto:prb@vincentcare.org.au)

## Section 1. Support Worker’s Details

|  |  |  |  |
| --- | --- | --- | --- |
| **Application Date:** | Click here to enter a date. | **Worker’s Name:** | Click here to enter text. |
| **Worker’s Agency:** | Click here to enter text. | **Worker’s Phone:** | Click here to enter text. |
| **Agency Address:** | Click here to enter text. | **Worker’s Email:** | Click here to enter text. |
| **Agency Phone:** | Click here to enter text. | **Manager’s name & email:** | Click here to enter text. |
| **How long have you/your agency been supporting the applicant?** | Click here to enter text. | **How long can you support the applicant once PR is obtained?** | Click here to enter text. |
| **Does the applicant have a current case plan in place?** | Click here to enter text. | **How often does the applicant engage with your service?** | Click here to enter text. |

## Section 2. Applicant’s Details

Please provide accurate demographic information about the applicant.

|  |  |  |  |
| --- | --- | --- | --- |
| **Applicant’s name:** | Click here to enter text. | **Date of Birth:** | Click here to enter text. |
| **Accompanying children?** Please specify name(s) and age(s). | Click here to enter text. | **Household composition:** | Choose an item. |
| **Applicant’s gender identity:** | Choose an item. | **Sexual Orientation:** | Choose an item. |
| **Which pronouns does the applicant use?** | Choose an item. | **Does the applicant have an intersex variation?** | Choose an item. |
| **Phone number:** | Click here to enter text. | **Email Address (if applicable):** | Click here to enter text. |
| **Health Care Card?** | Yes  No | **NDIS Package?** | Yes  No |

|  |  |  |  |
| --- | --- | --- | --- |
| **Cultural Identity:** | Aboriginal  Torres Straight Islander  Both  Neither | **Country of Birth:** | Click here to enter text. |
| **Year of Arrival (if applicable):** | Click here to enter text. | **Proficiency in spoken English:** | Choose an item. |
| **Language spoken at home:** | Click here to enter text. | **Interpreter Required?** | Yes  No |

|  |  |  |
| --- | --- | --- |
| **Essential**  **Is the Applicant’s ID attached?** | **Essential**  **Is the VincentCare Consent Form signed and attached?** | **Essential**  **Has the applicant been provided with the VincentCare consent brochure?** |
| Yes  No | Yes  No | Yes  No |

## Section 3. Current Housing Situation

|  |  |  |  |
| --- | --- | --- | --- |
| **Current Address:**  (Please write “NFA” & the suburb if No Fixed Address or secure address i.e. Refuge) | Click here to enter text. | **When did the applicant start living at current address?** | Click here to enter text. |
| **Type of accommodation:**  (Please explain the applicants current housing situation i.e. THM, Refuge etc.) | Click here to enter text. | **Any other details regarding the applicant’s current situation?** i.e. why the applicant is experiencing transience. | Click here to enter text. |

## Section 4. Previous Housing History

**Please detail the applicant’s housing history for at least 2 years prior to their current accommodation, starting with the most recent / current.**

[Table on next page…]

|  |  |  |  |
| --- | --- | --- | --- |
| **Address / Suburb**  *(Ascending order from current/most recent first)* | **Type of property –**  *Couch Surfing / Refuge / Private Rental / THM / Family Home/ Other?* | **Start – Finish date** | **Reason for leaving the property**  *i.e. family violence, family breakdown, eviction, loss of income. Please be specific.* |
| Click here to enter text. | Click here to enter text. | Click here to enter text. | Click here to enter text. |
| Click here to enter text. | Click here to enter text. | Click here to enter text. | Click here to enter text. |
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|  |  |
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| **Has the applicant ever been evicted or asked to leave a rental property by other tenants/landlord?**  Yes  No | **If yes, what were the reasons?**  Click here to enter text. |

## Section 5. Current employment/education status & income

|  |  |  |  |
| --- | --- | --- | --- |
| **Employment Status:** | Full time  Part time  Casual  Unemployed  Not in the labor force | **Position & Employer name:** | Click here to enter text. |
| **Is the applicant currently engaged in education/training?** | Yes  No | **Please provide course & institution details:** | Click here to enter text. |

|  |  |
| --- | --- |
| **Income Type:** | Centrelink Specify payment type: Click here to enter text.  Salary / Wage Approximate fortnightly income: $ Click here to enter text. |
| **Centrelink Income Rates:**  <https://www.humanservices.gov.au/individuals/services/centrelink/rent-assistance/eligibility-payment-rates> | Income per week **before** rent assistance: $ Click here to enter text.  Income per week **with** rent assistance: $ Click here to enter text. |

## Section 6. Private Rental Readiness

**Section 6.1** Commitment to living in private rental.

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| --- | --- |
| **What is the evidence to show that the applicant is committed to private rental as a long-term housing option?** | Click here to enter text |
| **What is the evidence indicating that the applicant is aware of their rights and responsibilities as a tenant under the Residential Tenancies Act?** | Click here to enter text |

**Section 6.2** Budgeting skills

Please complete the budget **with** the applicant. It can be a useful tool in discussing how they currently manage their money, and how their finances may change once in Private Rental accommodation.

|  |  |
| --- | --- |
| **Essential**  **Has the Budget Sheet been fully completed and attached?** | **Essential**  **Was the applicant involved in completing the budget?** |
| Yes  No | Yes  No |

**Section 6.3** Living skills

|  |  |
| --- | --- |
| **Communication Skills:** How has the young person demonstrated their communication skills? | Click here to enter text |
| **Engagement and motivation:** How has the young person’s engagement and motivation been demonstrated? | Click here to enter text |

**Section 6.4** Sustainability

|  |  |
| --- | --- |
| **How has the young person demonstrated that they are capable of sustaining their private rental once the brokerage is exhausted?** (i.e. Budgeting skills, independent living skills, personal admin management etc.) | Click here to enter text. |

**Section 6.5** Rental References

|  |  |
| --- | --- |
| **Does the applicant have at least 2 (two) rental references for their rental applications?** | Yes  No |

## Section 7. Payment Details

**Section 7.1** PRB breakdown

Please select which types of assistance the applicant may require.

|  |  |
| --- | --- |
| 1. **Budgeting Incentive (maximum 100% of approved amount)**  * Rent in Advance * Bond * Monthly Rental Subsidy (constant or gradually diminishing) |  |
| 1. **Tenancy Set Up Costs (maximum 50% of approved amount)**  * Furniture / Whitegoods / Household items * Removalists |  |
| 1. **Property Enhancement Grant (maximum 25% of approved amount)**   This can be used for any landlord-approved works to:   * improve the rental premises * increase safety of the premises (safety doors / cameras) * hand rails / other aids |  |