Eligibility Policy

Purpose

To define Alliance Housing's approach determining eligibility for housing assistance across its housing programs.

Scope

This policy applies to all new applications for housing and the ongoing eligibility of existing tenants.

Current housing programs offered by Alliance Housing are: -

Social Housing (Band A)   rental accommodation made available for people on low and very low incomes.

Affordable Rental (Band B)   rental accommodation for households on low to moderate incomes.

Specific Needs Housing   rental housing for tenants with health, medical or other specific needs groups.

Special Purpose Projects   rental housing projects delivered to target specific local circumstances or needs.

Policy Intent

Alliance Housing aims to work with Government and other providers to provide housing assistance to individuals and households who have a housing need and are unable to access the normal market housing options.

Housing need is determined by individual financial, social, medical and health circumstances and is impacted by the availability, appropriateness and accessibility of housing in the specific locations.

Housing can be provided while the individual or household remains eligible for assistance.

Policy

In assessing eligibility for new applicants and existing tenants Alliance Housing will look at the individual or households' income, assets and other circumstances such as medical, health and social issues.

Alliance Housing also reserves the right to consider the specific issues and circumstances related to the applicant and the local housing market.

This seeks to establish that the applicant:-
a) complies with the relevant income and assets limits;
b) has a need for long term accommodation;
c) can meet the rental payment and bond requirements of the tenancy;
d) can comply with the Residential Tenancies Act or relevant legislation; and

e) has the ability to sustain a successful tenancy without support, or with appropriate support in place.

Eligibility criteria will vary across the housing programs.

1. **Social Housing and Affordable Rental**
   Applicants must:
   - Be an Australian citizen or permanent resident living in Western Australia or have applied for permanency and approved for housing by the Department of Communities
   - For Band A - Not own or partly own property or land that could be used as a viable housing option
   - Be 16 years of age or over
   - be able to provide 100 points of identification
   - have the combined income of all household members within the eligible limits

   Income and Assets eligibility requirements for Social Housing and Affordable Housing are determined consistent with the Department of Communities' Community Housing Eligibility Policy
   https://www.wa.gov.au/system/files/2025-07/community_housing_eligibility_policy_chep_policy.pdf
   Applicants must provide proof of income and assets.

   1.1 Social Housing Joint Wait List
   Applicants for **Social Housing** will be required to submit an application for Housing to the Department of Communities, identifying that they wish to be considered for Community Housing. Subject to approval, they will then be registered on the Joint Wait List.

   1.2 Alliance Housing Affordable Rental Wait List
   Applicants for **Affordable Rental** may submit an application for Housing direct to Alliance Housing. Subject to approval, they will be registered on the Alliance Housing Affordable Rental Wait List.

   1.3 Review of Affordable Rental Registration
   Registrations for Affordable Rental will be reviewed annually to ensure the tenant/s:
   a) remains eligible for Affordable Rental;
   b) continues to have an ongoing requirement for housing assistance;
   c) has been assessed to determine if they are also eligible to be listed for social housing.

   1.4 Withdrawal of Affordable Rental Registration
   If an applicant for Affordable Rental is deemed to no longer be eligible for Affordable Rental, or no longer have an ongoing requirement for housing assistance, Alliance Housing may remove the applicants listing from the Affordable Rental Wait List.

Prior to a formal decision to proceed with this action Alliance Housing will contact or write to the applicant and offer them an opportunity to provide additional information or confirmation of their ongoing eligibility or need for housing.

An application will only be removed once the applicant has been provided the opportunity to provide additional information and this has been considered by Alliance Housing.

Should Alliance Housing proceed with removal of the listing, the applicant will be formally notified of the decision and reasons in writing. They will also be provided with information on Alliance Housing's appeal processes.

2. **Specific Needs Housing**
   Specific needs housing is generally provided for targeted groups, eligibility criteria will be assessed against the Program guidelines.

3. **Special Purpose Projects**
   Some housing projects are funded or developed to meet specific community needs and additional criteria may apply to ensure the properties are allocated in accordance with either funding or contractual arrangements.

4. **Other Factors**
   Other factors that may be considered by Alliance Housing in assessing eligibility for assistance include:
   a) Disability or mobility issues;
   b) Medical circumstances that limit access to housing;
   c) Mental health conditions;
   d) Social disadvantage; or
   e) Locational issues relating the availability, appropriateness or accessibility of accommodation for specific groups.

5. **Eligibility for Social or Affordable Housing**
   Applicants must be eligible for Social or Affordable housing at the time of application, while waiting for housing, at the time they are offered a property and for the duration of their tenancy.

6. **Ineligibility for Social or Affordable Housing**
   If an existing tenant does not meet the eligibility criteria including income and assets or fails to provide sufficient proof for continued eligibility including household income and/or assets to confirm their continued eligibility for housing, they will be deemed ineligible.

   Tenancies that are deemed ineligible shall be reviewed with the CEO, to discuss further action, ongoing housing and the exit procedure steps. A meeting will be arranged with the tenant to discuss the issue and the ineligibility outcome.

Tenants on Periodic Tenancy Agreements who are ineligible shall be given 6 months' notice to transition into alternative housing. Under an exit planning process, the notice may be extended where tenants goals and actions to secure alternative housing are documented in an Exit Plan

A Fixed Term tenancy cannot be ended prematurely because of ineligibility for Affordable Housing. In the event a tenant does become ineligible during the term of a Fixed Term tenancy, and an Exit Plan is not agreed, the tenant shall be given 30 days written Notice of Termination prior to the lease expiry date as per Section 70A of the RTA, unless mutual termination of the tenancy is agreed by both parties.

The ineligibility process may be withdrawn if the tenant is able to provide evidence of genuine loss or reduction in income and becomes re-eligible for affordable housing.

Ineligible tenants will be advised of their rights and responsibilities, including their right to appeal the information used to determine their ineligibility status.

Legislation and Compliance
Where applicable, this policy will be implemented consistent with:
a) *the requirements of the Western Australian Community Housing Regulatory Framework*
b) *the Residential Tenancies Act*
c) *the Retirement Villages Act*
d) *Community Housing Eligibility Policy*

Implementation, Review and Amendments
This policy is applicable from the date of Board Approval.

Alliance Housing will review this policy on a regular basis to ensure it remains up to date.

Document/ Version Number	Amended By:	Amendment Narrative	Board Approval Date	Status
AH-ELGP/1	Elysian Consultants	New Policy	17/02/21	Superseded
AH-ELGP/1	CEO	Review & updated	14/03/22	Approved
AH-ELG/1	CEO	Review and more information included	07/07/25	Approved