



## Department of Health and Human Services

Victorian Housing Register  
PO Box 933  
Moe VIC 3825  
Email:  
[hcc.vhr@dhhs.vic.gov.au](mailto:hcc.vhr@dhhs.vic.gov.au)  
Telephone: 1800 149 361

MISS MARIA VILLANUEVA  
U 3 3 SOUTH DALY ST  
BRUNSWICK WEST VIC 3055

08 August 2017

Ref No. 7102878110

Dear Miss Maria Villanueva

Thank you for your application to the Victorian Housing Register.

To allow the Department of Health and Human Services to assess your application for social housing, we need more information from you or your household members. The documents we need are listed on the back of this letter.

Please send the documents listed to the Housing Advice and Assistance Team at the Victorian Housing Register by 05 September 2017.

If you cannot provide all of the documents by 05 September 2017, or need more information please contact the Housing Advice and Assistance Team at the Victorian Housing Register on 1800 149 361.

If you do not return the documents by the due date the department will assume you no longer want social housing.

Please quote reference number 7102878110 when making enquiries.

Yours sincerely

Mark  
Customer Service Officer  
Victorian Housing Register

**Victorian  
housing register**

## **ADDITIONAL DOCUMENTS REQUIRED**

### **Maria Villanueva – Income and Assets**

You may wish to consider signing the [Centrelink Confirmation eServices consent form](#) so that your income details can be checked by the Department on your behalf. You can choose to withdraw this consent at any time.

Alternatively,

- Please provide an income and asset statement from Centrelink that is less than 2 weeks old.

If you are not receiving Centrelink payments, please provide the following documentation:

- An income and asset statement from Veteran's Affairs that is less than two weeks old.
- Pay slips or a wage statement signed by your employer, showing your wages before tax for the last 13 weeks (or from the date you started work if less than 13 weeks).
- If you are self-employed a 13 week Profit and Loss statement from your accountant.
- A copy of your most recent bank book or bank statement showing at least 8 weeks worth of transactions. Please note that ATM balances cannot be used.
- **Please be advised documentation can be no more than 28 days old.**

### **Maria Villanueva – Identification**

Proof of identity is required for household member who are over 15 years of age and are in receipt of an independent income.

- Please provide 100 points of identification as shown in the [Proof of Identity factsheet](#). Please ensure a copy of both front and back of the identification documents are included.

### **Maria Villanueva – Residency Status**

Any household members not born in Australia must provide one of the following documents:

- Certificate of Australian Citizenship
- Government ImmiCard
- An email via the Visa Entitlement Verification Online system (VEVO)

### **Maria Villanueva – Choose Waiting List Area**

- Please complete the [Change of Application Details Form](#) and choose up to 5 [Preferred Location Areas](#) where you would like to live.

## **Theun De Bruijn – Income and Assets**

You may wish to consider signing the [Centrelink Confirmation eServices consent form](#) so that your income details can be checked by the Department on your behalf. You can choose to withdraw this consent at any time.

Alternatively,

- Please provide an income and asset statement from Centrelink that is less than 2 weeks old.

If you are not receiving Centrelink payments, please provide the following documentation:

- An income and asset statement from Veteran's Affairs that is less than two weeks old.
- Pay slips or a wage statement signed by your employer, showing your wages before tax for the last 13 weeks (or from the date you started work if less than 13 weeks).
- If you are self-employed a 13 week Profit and Loss statement from your accountant.
- A copy of your most recent bank book or bank statement showing at least 8 weeks worth of transactions. Please note that ATM balances cannot be used.
- **Please be advised documentation can be no more than 28 days old.**

## **Theun De Bruijn – Identification**

Proof of identity is required for household member who are over 15 years of age and are in receipt of an independent income.

- Please provide 100 points of identification as shown in the [Proof of Identity factsheet](#). Please ensure a copy of both front and back of the identification documents are included.

## **Theun De Bruijn – Residency Status**

Any household members not born in Australia must provide one of the following documents:

- Certificate of Australian Citizenship
- Government ImmiCard
- An email via the Visa Entitlement Verification Online system (VEVO)

## English

This letter relates to an application for housing on the Victorian Housing Register, a public housing tenancy or a bond loan application. If you need help understanding this letter, contact your local Department of Health and Human Services office, or call Language Link on (03) 9280 0799 for an interpreter.

## Arabic العربية

تتعلق هذه الرسالة بطلب للسكن على سجل الإسكان الفيكتوري، أو إيجار الإسكان العام أو طلب الحصول على قرض عربون الضمان. إذا كنتم بحاجة إلى مساعدة في فهم هذه الرسالة، اتصلوا بمكتب دائرة الصحة والخدمات البشرية المحلي، أو اتصلوا برابط اللغة (Language Link) وذلك على الرقم التالي (03) 9280 0799 للحصول على مترجم.

## Simplified Chinese 中文

本信是有关维多利亚州公房登记处的房屋申请、公房租赁或押金贷款申请。如果您在理解本信内容方面需要帮助，请联系您所在地区的民政部（Department of Health and Human Services）办事处，或拨打(03) 9280 0799 致电 Language Link，要求口译员协助。

## Traditional Chinese 繁體中文

此信關於維州公房申請、公房租賃或押金貸款申請等事項。如果你需要幫助才能理解此信，請聯絡當地的衛生與人民服務部 (Department of Health and Human Services) 辦事處，或撥語言連接電話號碼 (03) 9280 0799 獲得傳譯員的幫助。

## Croatian Hrvatski

Ovo pismo se odnosi na jedno od sljedećeg: na ulaganje molbe za primanje stambenog smještaja kroz Viktorijski stambeni registar, na vaš društveni stambeni najam, ili na molbu za dobivanje kredita za polog. Ako ne razumijete dobro što u njemu piše, kontaktirajte vaš mjesni ured Ministarstva za zdravstvo i društvene usluge ili nazovite Language Link na broj (03) 9280 0799 da biste porazgovarali uz pomoć tumača.

## Polish Polski

Ten list odnosi się do wniosku o mieszkanie znajdujące się w Wiktoriańskim Rejestrze Mieszkaniami, wynajem mieszkania publicznego lub do wniosku o pożyczkę na kaucję. Jeśli potrzebujesz pomocy w zrozumieniu tego listu, skontaktuj się ze swoim lokalnym biurem Department of Health and Human Services lub zadzwoń do Language Link pod numer (03) 9280 0799 i poproś o tłumacza.

## Russian Русский

Это письмо связано с заявлением о предоставлении жилья через Жилищный регистр штата Виктория (Victorian Housing Register), с арендой государственного жилья или с заявлением о предоставлении ссуды для внесения залога. Если вам нужна помощь для того, чтобы понять содержание этого письма, обратитесь в местное отделение Департамента здравоохранения и услуг для населения (Department of Health and Human Services) или, если вам нужен переводчик, позвоните в Language Link по номеру (03) 9280 0799.

## Somali Somali

Warqadaani waxay la xiriirtaa codsashada guri-siinta khuseysa Diiwaan-hayaha Guri-siinta Victoria, kireysiga guryaha dadweynaha ama codsiga daynta dhigaalka (bond). Haddii aad uga baahan tahay caawimaad fahamka warqaddan, la-xiriir xafiiska Adeegyada ee Wasaaradda Department of Health and Human Services, ama ka wac Language Link taleefanka (03) 9280 0799 wixii turjumaan ah.

## Spanish Español

Esta carta se refiere a una solicitud de vivienda en el Victorian Housing Register, un contrato de arrendamiento de vivienda pública o una solicitud de préstamo de fianzas. Si necesita ayuda para entender esta carta, póngase en contacto con la oficina local del Departamento de Salud y Servicios Humanos o llame a Language Link al (03) 9280 0799 para un intérprete.

## Turkish Türkçe

Bu mektup, Victoria Konut Sicili'ndeki bir konut, kamu konutları kiracılığı veya teminat borcu başvurusu ile ilgilidir. Bu mektubu anlamak için yardıma ihtiyacınız varsa, yerel Sağlık ve İnsan Hizmetleri Bakanlığı ofisiniz ile ilişkiye geçin veya bir tercüman için (03) 9280 0799'dan Dil Bağlantısı'nı arayın.

## Vietnamese Việt

Bức thư này liên quan đến một đơn xin nhà trong Sổ Đăng bạ Nhà ở Victoria, thuê nhà chính phủ hay đơn xin mượn tiền thế chân. Nếu quý vị không hiểu bức thư này và cần được giúp đỡ, xin liên lạc với văn phòng Bộ Y tế và Dịch vụ Nhân sinh ở địa phương hay gọi cho Language Link qua số (03) 9280 0799 để xin thông dịch viên giúp đỡ.

**For other languages, an interpreter is available through your local office.**

If you would like to receive this publication in an accessible format, contact your local office, using the National Relay Service 13 36 77 if required