



Notification of Vacancy Form – Community Housing

For community housing providers and Department of Housing use only.

Please complete and send this form to your nearest Housing Service Centre within one working day of becoming aware of a vacancy. Further information is provided in the [Practice guide – notification of community housing property vacancy](#).

Community housing provider details

Provider name:	Contact name:
Telephone number:	Email address:

Vacant property details

House/unit number:	Street address:
Suburb:	Postcode:
Property reference number:	Program: Choose an item.
Date property vacant: Select date	Date property ready for allocation: Select date
Number of entry stairs:	Number of internal stairs:
Shared facilities: <input type="checkbox"/> Yes <input type="checkbox"/> No Description (if applicable):	
Note: If this vacancy is due to a transitional housing transfer, please assist the customer to update their details with the local Housing Service Centre.	

Multi-unit vacancy details (bulk referral requests)

Multi-vacancy notification: <input type="checkbox"/> Yes <input type="checkbox"/> No	Number of bedrooms:	Number of units:
Number of accessible units:		

Property details – New Community Rent Scheme property and bulk only

Lot number:	Number of floors within building:	
Floor number of unit:	Number of buildings on-site:	Number of rooms in unit:
Property/dwelling type:		
Bedrooms (e.g. 1 x 2 bedroom):		

Community Rent Scheme only

Transferring application number:	Is the property: Choose an item.
Replaced/relinquished property address/reference number:	

Nominations – Transitional housing and approved long-term community housing

Is there a nomination attached: <input type="checkbox"/> Yes <input type="checkbox"/> No	Application number:
Note: Long-term and affordable housing providers may only nominate customers where approval has been granted.	

Common Ground

Target group: Choose an item.
Other Common Ground specific information relating to the target group:

Additional information

Authorised by

Name:	Position:
Signature:	Date: Select date

Property accessibility features

Number of front stairs:	Number of rear stairs:	Number of internal stairs:
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Wheelchair accessible features/modifications

All accessibility features must be ticked for the property to be considered fully wheelchair accessible.

1.	<input type="checkbox"/>	No steps from either the footpath or parking area (e.g., garage) to the property. A flat or gentle slope is acceptable.
2.	<input type="checkbox"/>	No steps at entry door, and ramp and/or lift at entry. Provide details:
3.	<input type="checkbox"/>	No changes in floor level (or steps) between rooms.
4.	<input type="checkbox"/>	Key rooms on same levels (e.g., the living room, kitchen, a bathroom, and a bedroom).
5.	<input type="checkbox"/>	Space around the toilet (space required to one side for a wheelchair).
6.	<input type="checkbox"/>	Wheel-under basin in bathroom.
7.	<input type="checkbox"/>	Space for wheelchair to pass through doorways (wider doorways of 800mm minimum clearance). Refer to figure 1 below. The doorways should also have level entry (e.g. be step free).
8.	<input type="checkbox"/>	Enough circulation space for a wheelchair in hallways. For example, minimum hallway width 1000 mm.
9.	<input type="checkbox"/>	Enough space to manoeuvre a wheelchair past furniture, fittings and fixtures (in at least the living room, bedroom and kitchen).
10.	<input type="checkbox"/>	Hobless shower (step free).

Other modifications

11.	<input type="checkbox"/>	Entry doorways have been widened (minimum of 800mm wide).
12.	<input type="checkbox"/>	Shower recess (with small hob).
13.	<input type="checkbox"/>	Combined bathroom (toilet, shower and vanity are in the same room).
14.	<input type="checkbox"/>	Lowered kitchen benches.
15.	<input type="checkbox"/>	Other modification/s installed, please specify:

Please note: Service providers/Housing Services officers do not need to measure all access features of a property to determine if it is wheelchair accessible. However, it is recommended that measurements of bedroom and bathroom/toilet door are taken to ensure wheelchair accessibility.

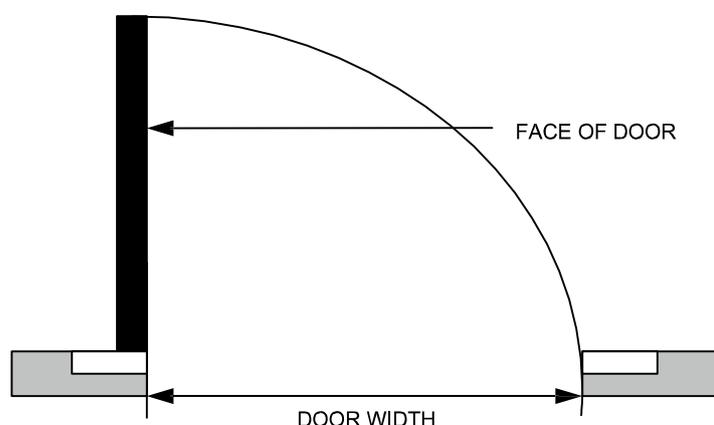


Figure 1 – Door widths must be measured to the clear opening dimensions. The measurement is from the face of the fully open door to the frame, not the width of the door itself