

		1992 Youth Headlease Transfer Guidelines	2000 Same House Different Landlord Guidelines	2003 Same House Different Landlord Draft Guidelines	2009 Same House Different Landlord Guidelines (based on internet information only)
Young Person	Eligibility	Have been previously homeless .	Have been previously homeless .	Tenants housed under the SHDL program must be eligible under either the Crisis Accommodation Program, Community Rent Scheme Program or Boarding House Program.	
		A client of the community organisation holding the headlease.	A client of the community organisation holding the headlease.	Tenants must be eligible for Public Housing and are required to place their names on the public housing wait-list. They are required to include the area that they are housed in by the organisation in their list of suburb preferences. They are also required to remain on the public housing waitlist during their tenancy.	Be on the waiting list for public housing and continue to be listed during their tenancy.
		Have an independent income of at least \$95 per week.	Have an independent income capable of paying rent similar to public housing.		Have an independent income capable of paying rent similar to a public housing tenancy.
				Tenants who are 17 years old and under need not meet the requirement of being on the public housing waiting list.	
		Have an immediate housing need.	Have an immediate housing need.	Tenants should be housed in these properties in accordance with the organisation's tenancy allocation and entitlement policies, while using the stated aim of the SHDL program.	Have an immediate housing need
		Be judged to be capable of maintaining an independent tenancy after an initial period of practical/personal support from the community organisation holding the headlease.	Be judged to be capable of maintaining an independent tenancy after an initial period of practical/personal support from the community organisation holding the headlease.	Must have been in the tenancy for at least 6 months and meet the eligibility requirements of public housing - cannot be in rent arrears and have demonstrated the ability to successfully sustain a tenancy to public housing standards.	Be judged as capable of maintaining an independent tenancy after an initial period of practical/personal support from the community organisation holding the head lease (minimum support time before handing the tenant over to public housing is six months).
				Tenants are required to notify the organisation if they receive a direct offer of accommodation from the Department of Housing, to enable the organisation to negotiate the transfer of their current tenancy over to public housing. However if they reject without valid reason their tenancy can be terminated.	
				If the tenant has a debt to the department of housing they can negotiate a repayment plan and if not paid up to the discretion of the area office to determine allocation.	

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Organisation	Organisation	Only community organisations funded under SAAP or able to demonstrate the capacity to provide adequate support to young people accommodated under the scheme will be eligible.	Only community organisations funded under SAAP or able to demonstrate the capacity to provide adequate support to young people accommodated under the scheme will be eligible.	Demonstrate that they have the capacity to establish and effectively manage SHDL Program accommodation and liaise effectively with the Department of Housing.	
		Organisations must be incorporated.	Organisations must be incorporated.	Have objectives consistent with the SHDL program.	Registered under the <i>Housing Act 2003</i>
		Demonstrated ability of the community organisation including: organisations must have a sound management structure, proven ability to provide support to homeless young people, experience in community housing management and sufficient level of staff and resources to indicate ability to manage dwellings and support tenants under the scheme.	Number of properties allocated based on; assessment of support capacity, current client need and capacity to establish and manage accommodation		
		Ability to enter in headleasing arrangement with Department.	Ability to enter in headleasing arrangement with Department.	Agree to be bound by the terms and conditions of SHDL Program Specifications and the Lease.	Bound by the terms and conditions of the program specifications and the assistance entered into with the Department of Housing.
		Payment of rent to the Department at a set rate on a 4 weekly period.	NGO do not have to pay rent only public liability and contents Insurance (Community Housing compensates the area office for the cost per property of responsive maintenance and rates).	NGO do not have to pay rent only public liability and contents Insurance and also excessive water usage (Community Housing compensates the area office for the cost per property of responsive maintenance and rates).	
		NGO responsible for damage.	NGO responsible for damage.	NGO responsible for tenant damage, and must have contents insurance, work cover and public liability insurance.	
		Rent assessment responsibility of NGO and reviewed 6 monthly, min rent in line with public housing.	Max nett rent paid by sub tenants similar to the rent they would pay in public housing. Rent reckoner is a tool to assist.	NGO responsible for rent and should use ready rent reckoner. nett rent similar to public housing and the tenant should not be financially disadvantaged upon their transfer to public housing.	
				Rent revenue can be used for direct housing related costs but not support services.	
			Provide tenants with an RTA Lease.		
		Provide data reports.		Non identifying data	
		NGO must participate in evaluation processes.		Reasonable info and performance and audited financial statements.	
		YP can express when they want to transfer - however this is a joint assessment with DoH, NGO and YP.		NGO and yp discusses their capacity to take up a housing offer, if not ready the offer can be deferred.	
		Assessment criteria included: application for direct assistance, min 6 month stay, no rent arrears, condition of property and supporting letter from NGO		The Area Office advises community housing that the young person has accepted the offer via the Property termination form.	
		NGO can fill vacancies but must do so within a 2 week period.		If a yp vacates - NGO can either (1) keep the property (2) get another property - either for client reasons see below or the department may consider neighbourhood fatigue factors.	
		Replacement of stock was subject to availability in the location nominated and the priorities for allocation to other programs .	Replacement of stock is subject to satisfactory tenancy management by the organisation and the availability of suitable properties in nominated locations.	NGO notifies Area office that replacement stock is required, area office will seek out suitable property for NGO to inspect, if the NGO accepts faxes to area office acceptance, and then follow 'Step by step' process' for allocation.	
			Allocation of properties is in consultation between NGO and the department to ensure in strategic locations - support networks and services.	Allocation for a SHDL property must take into consideration the following allocation principles: suitability, proximity to managing organisation, neighbourhood consideration, and assessed client need - security, location, proximity to services and networks.	
				A NGO can be removed if they are breaching the lease, no longer in receipt of funds from Department of Families (now DoCs), at their own request.	
				The department can transfer a public housing tenant to the SHDL program.	
			If more properties become available in the program then allocation to NGO;s would be made on an submission based process managed by DFYCC (now DoCs)		