

# Significant Links Policy

## Purpose

The purpose of this policy is to detail the arrangements for allocating Port Phillip Housing Trust (PPHT) properties.

## Scope

This policy applies to properties managed by HousingFirst in its capacity as Trustees of the PPHT.

## Policy Statement

HousingFirst ensures that general tenancy allocations to PPHT properties are to households with one or more significant links to the City of Port Phillip in accordance of the Trust Deed.

Applicants being considered for housing in PPHT properties need to supply supporting documents to confirm their significant link as outlined in the following table.

Significant Link	Supporting documents
<b>Residency</b> Currently living, or has previously lived in the City of Port Phillip	Document/s that contains the applicant's name, the address and the dates they resided there, such as, centrelink address history, utility bills, electoral roll details or other official documents.
<b>Education</b> Currently enrolled in a training or educational program in the City of Port Phillip	Official document from the training or educational provider that contains the applicant's name and a date of the program
<b>Employment</b> Currently employed or volunteering in the City of Port Phillip	Letter from employer or current pay slip
<b>Health or Community Service</b> Currently receiving a health, social or community service in the City of Port Phillip	Official document from the service provider confirming that the applicant is a current client
<b>Family</b> Immediate family living in the City of Port Phillip	Documents that provide evidence of the relationship and proof of address of the family member

Applicants that cannot verify a significant link will not be offered housing for a PPHT vacancy.

## Related information

- [Trust Deed for the Port Phillip Housing Trust](#)
- HousingFirst Allocations Policy

## Version control

<b>Version</b>	1	<b>Review frequency</b>	24 months
<b>Date</b>	July 2017	<b>Next review</b>	July 2019