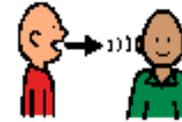


**Please see next page for easy reading version.**

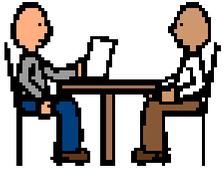
When a vacancy occurs in one of Alkira's houses, Alkira will:

1. Determine the selection criteria that may apply for the vacancy, taking into consideration the support needs of the existing residents and any impact on funding. Consultation will be had with the existing residents as soon as is possible to get their input.
2. Advertise vacancies for a minimum of 10 days.
3. Organise for the vacancy to be advertised on the *Housing Hub* and *Alkira* website.
4. Inform the Alkira Community of the new vacancy to enable participants, families and carers the opportunity to view the vacancy.
5. Provide suitable "Open for Inspection" times so that prospective applicants can view the property and, where possible, meet the residents. The "Open for Inspection" times will be within the period that applications are being accepted. Up to two, one-hour long inspections a week can be held, unless otherwise agreed with all residents currently living in the property.
6. Provide information about Alkira's fees in Specialist Disability Accommodation, including the rental amounts and any other charges that may need to be paid such as for utilities, groceries etc.
7. Once applications have been submitted, the Vacancy Review Panel will review the applications. The Vacancy Review Panel will take into consideration as a minimum:
  - a) The rights, wishes and needs of both the applicant and existing residents
  - b) Suitability of applicants with existing residents
  - c) Alkira's ability to adequately support the person in the environment in question
  - d) The person's NDIS funding status
  - e) Their capacity to pay rent, housekeeping and any other fees
  - f) Any complex support needs that may impact on the person's health, safety and wellbeing, or the health, safety and wellbeing of those around them.

The Vacancy Review Panel will then determine the preferred applicant.



Talk to some who can read this document with you.



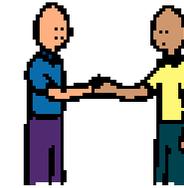
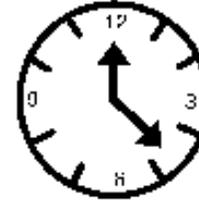
**1** Somebody will talk to you about the house vacancy.



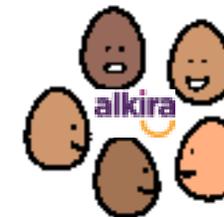
**2** Alkira will have a meeting with the current people who live in the house.



**3** Vacancy will be advertised to the Alkira community and the wider community.



**4** It's important for you to book a time to see the house. You might also have a chance to meet some or all of the people living in the house.



**5** Alkira will have a meeting to decide who will live in the house.