



Offer Response Form

Please print in BLOCK LETTERS with a black or blue pen

This form is to be completed by a client to confirm the acceptance or refusal of an offer of accommodation made by a social housing provider. The client is to complete and sign the form after they have viewed the property. For information or assistance with this form, phone **1300 Housing** 24 hours a day, seven days a week.

Please mark relevant boxes with a If you need more room to answer any questions, please include details on a separate page and attach it to this form.

Client reference number

T-File number

Application reference number

Offer reference number

Social Housing Provider name

Issuing officer name

Date issued

Client's details

Title

Mr, Mrs, Ms, Miss

Last name or family name

Given name (s)

Unit/House number

Street/Avenue

Town/Suburb

Postcode

Phone

Mobile

Email

Date property keys collected:

Client's signature

Date property keys returned

Client's signature

Please note that the property keys should be returned to the office by 4:30 pm on the same day of the inspection

Date client taken to view the property

Property details

Address

Unit/House number

Street/Avenue

Town/Suburb

Postcode

Office Use Only

1st Offer

2nd Offer

Client unable to make a decision

If the client is unable to make a decision about the offer they have received, arrange an interview to discuss their issues/concerns:

Interview arranged?

Yes

No

Give reasons

Interview comments:

Note: After the client has reached a final decision regarding the offer, they are required to tick Options 1 or 2 above to record their final decision.

Actions:

Response scanned in TRIM for client's file

Social Housing Provider

Officer's name

Position

Signature

Date

DD / MM / YYYY