

## Rent Choice Brokerage Expenditure Plan

This form is to be completed by a delegated social housing provider, or a Support Provider and submitted to an authorised social housing provider for approval for proposed and actual brokerage purchases. If completed by a support provider, this form is to be resubmitted to an authorised social housing provider with a support service invoice and/or supplier receipts once purchases have been made and actual purchase details have been recorded. Actual cost (incl. GST) cannot exceed the approved proposed expenditure amount.

Client reference number	T File number
<input type="text"/>	<input type="text"/>

### Client details

Title	<input type="text"/>
Last name or family name	<input type="text"/>
Given name (s)	<input type="text"/>
Support Service	<input type="text"/>
Support Worker	<input type="text"/>
Signature	<input type="text"/>

A. APPROVAL OF BROKERAGE REQUEST				B. ACTUAL PURCHASE DETAILS			
Goods/Services Needed	Date	SHMT CHP/ Delegated officers Approval Y/N	Quoted Cost (incl. GST)	Supplier	Invoice #	Receipt #	Actual Cost
Education	[DD/MM/YY]	Yes/No	\$				\$
Education	[DD/MM/YY]	Yes/No	\$				\$
Employment	[DD/MM/YY]	Yes/No	\$				\$
Employment	[DD/MM/YY]	Yes/No	\$				\$
Household	[DD/MM/YY]	Yes/No	\$				\$
Household	[DD/MM/YY]	Yes/No	\$				\$
Professional	[DD/MM/YY]	Yes/No	\$				\$
Professional	[DD/MM/YY]	Yes/No	\$				\$
<b>Total (Incl. GST)</b>			\$	<b>Total (Incl. GST)</b>			\$

Name of social housing provider	<input type="text"/>
Name of delegated officer	<input type="text"/>
Approval signature	<input type="text"/>

**Have other options for assistance been explored?** E.g. Justice Victims Services, No interest Loan Scheme (NILS), Transition to Independent Living Allowance (TILA), Getting it Together (GITS), SHS brokerage, OOHC Leaving Care Plan, Specialist After Care provider.

**USE OF BROKERAGE FUNDS** - Brokerage funds may be used for the following purposes:

- Household establishment – essential household goods.
- Employment related costs – work clothes, safety equipment etc.
- Assistance with education and training – payment of course costs, course materials, textbooks etc.
- Professional services to assist the client in sustaining a tenancy or preparing for employment or training (such as counselling etc).
- Relocation costs

Brokerage funds **MAY NOT** be used for:

- Advance rent.
- Bond payments or rent or water arrears assistance, as assistance with these through Rentstart is available subject to the client's eligibility.
- Any debts incurred i.e. property damage
- Gift cards

**INTERNAL USE ONLY**

Date Plan Received

HOMES Advice Case

OneTRIM Brokerage Folder

Delegated Officer