

Get Started Reimbursement Request

- This form is to be completed by an approved Rent Choice client or a delegated support provider and submitted to an authorised Rent Choice provider for reimbursement of approved Get Started purchases.
- This form is to be submitted to an authorised Rent Choice provider with invoices and/or receipts for each of the approved purchases.
- The reimbursement amount (inc. GST) cannot exceed the pre-approved purchase amount in the approved Get Started Expenditure Plan.

Client reference number

T File number

Client and Support Service Details - Please complete one or both sections

Client	Title	
	Mr, Mrs, Ms, Miss, Mx	
	Last name or family name	
	Given name (s)	
	Signature	
Support Service	Support service	
	Support worker	
	Signature	

PURCHASE DETAILS

Goods/services approved	Approved cost (incl. GST)	Supplier	Invoice #	Receipt #	Actual cost (incl. GST)
	\$				\$
	\$				\$
	\$				\$
	\$				\$
	\$				\$
	\$				\$
	\$				\$
	\$				\$
	\$				\$
	\$				\$
	\$				\$
	\$				\$
	\$				\$
Total (incl. GST)					\$

Name of Rent Choice provider

Name of delegated officer

Approval signature

Have other options for assistance been exhausted? E.g. Justice Victims Services, No Interest Loan Scheme (NILS), Transition to Independent Living Allowance (TILA), Getting it Together (GITS), SHS Brokerage, OOHLC Leaving Care Plan, Specialist After Care Provider.

USE OF GET STARTED

- Get Started **can** be used for the following purposes:
- A holding deposit - equivalent to one weeks' rent, to reserve or hold a property.
 - Transport - traveling costs to and from rental property inspections.
 - Applications - costs related to rental applications and evidence requirements.
 - Personal presentation - for property inspections or meeting with real estate agents/landlords when searching for a rental property.
 - Administrative - device and document printing costs related to searching and applying for a rental property.
- Get Started **CAN NOT** be used for:
- Expenses incurred on or after the date that the client signed a Residential Tenancy Agreement.
 - Bond payments, advance rent, or rent and/or water arrears assistance.
 - Repaying debts.
 - Gift cards or vouchers.
 - Household and/or maintenance costs.
 - Cash or cash equivalent paid directly to a client, including reimbursement of expenses in cash.

INTERNAL USE ONLY

Date plan received	<input type="text"/>	HOMES Advice Case	<input type="text"/>
OneTRIM Get Started folder	<input type="text"/>	Delegated officer	<input type="text"/>