

Housing Pathways

Get Started Expenditure Plan



- This form is to be completed by a delegated Rent Choice officer, an approved Rent Choice client or a support provider with an approved Rent Choice client and submitted to an authorised Rent Choice provider, to approve proposed Get Started purchases.
- Once the approved purchases have been made, the Get Started Reimbursement Request Form must be completed by a support provider or an approved Rent Choice client and submitted to a participating Rent Choice provider with invoices and/or receipts.
- Reimbursement cost (inc. GST) cannot exceed the approved maximum cost (incl. GST).

Client reference number

T File number

Client and support service details - Please complete one or both sections

Client	Title	<input type="text"/>
	Mr, Mrs, Ms, Miss, Mx	<input type="text"/>
	Last name or family name	<input type="text"/>
	Given name (s)	<input type="text"/>
	Signature	<input type="text"/>
Support service	Support service	<input type="text"/>
	Support worker	<input type="text"/>
	Signature	<input type="text"/>

PRE-APPROVAL OF GET STARTED EXPENSES

Goods/services needed	Date	SHMT CHP/ Delegated officer's approval Y/N	Maximum approved cost
			\$
			\$
			\$
			\$
			\$
			\$
			\$
			\$
			\$
			\$
			\$
			\$
			\$
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"/>