

Vera Living Participant Intake Checklist

To assist in progressing your tenancy application with Vera Living, please provide the following applicable documents

- Ensure all documents are current and accurate.
- Provide as much information as possible to support your application.
- Make sure all contact details provided are correct and reachable.
- Submit all applicable documents promptly to avoid delays in processing.

If you need assistance with gathering any of these documents or have questions about the application process, please contact me at {insert your contact details}. We are here to help ensure your application is completed smoothly and efficiently.

	Document/Evidence	Why Vera Living require this documentation?
1.	Connect Form (with consents)	A copy of the connect form will be issued via email. Please complete the form and return at your earliest convenience.
2.	Guardianship (if required)	<p>If the participant has a financial or services guardian, the following evidence must be provided:</p> <p>(A) <i>Enduring Guardian; Power of Attorney or legal Guardianship Decision</i>; or, if that is not available,</p> <p>(B) NDIS Plan Nominee Letter of Appointment/Instruction.</p> <p>Please note: Our Legal team needs the full scanned copy of this document, not a screenshot or the first page.</p> <p>This is required to issue a tenancy agreement</p>
3.	SDA Funding amount	<p>This is the amount provided for in the participant's NDIS plan.</p> <p>You are not obligated to share your NDIS plan, however, if you are able to share an extract of the approved NDIS</p> <p>Please note: A tenancy cannot be Allocated until SDA funding has been confirmed.</p>
4.	OT report	OT report is required identify the participants needs of AT prior to moving in the property. This document is what they'll require to be prepared for their Transition meeting. This will ensure Vera Living

		has sufficient time to source supply and have needed equipment installed into the property to ensure a safe and smooth transition.
5.	BSP (Behaviour Support Plan) or Restrictive Practice (RP)	<p>If you have a BSP we require a copy to ensure that the property is suitable, and any home modifications can be accommodated where necessary.</p> <p>If you are unsure if the participant has a BSP or RP in place, please ask them to confirm prior to booking their tenancy.</p>
6.	Key Contacts	These are contacts who are the key contacts for the participant as listed on the Connect Form.