Date

Name

Address

Dear

I am pleased to offer you residency in Kyeema’s Palmer St specialist disability accommodation (SDA) development, to be registered as Fully Accessible. This SDA property is owned by Kyeema Support Services Inc, and staff support at this address will be provided by Supported Independent Living (SIL) provider, Kyeema.

This offer of residency is dependent on funding in your NDIS plan for Supported Independent Living (SIL) as this pays for support hours. SDA (bricks and mortar) funding is an advantage.

Your support coordinator, your representative or family member may help you to consider this offer of residency and discuss the details of this service. You have 30 days from the date of this letter to accept or decline this offer. As a first response you may verbally accept or decline the offer via your support coordinator or representative who will notify the Kyeema vacancy coordination team.

Following this, you will need to formally accept or decline this offer by completing the Response to Offer of Residency letter attached and returning it to 50 Lalor St Portland or PO Box 86 Portland.

If you accept this offer, you will later receive an SDA Residency Agreement, SDA Information Statement, SDA Summary Poster and SDA Service Agreement. The Service Agreement will include important information such as your rights and responsibilities, the rent and other charges to be paid, and any other conditions.

If you accept the offer, please note that the commencement date of your residency is not until the dwellings are completed. You will be advised closer to the date when NDIS funding to SIL and SDA providers and rent are to be paid.

To discuss this offer further, please contact Julie Amor on 5523 5999.

Yours sincerely,

Julie Amor

Chief Executive Officer