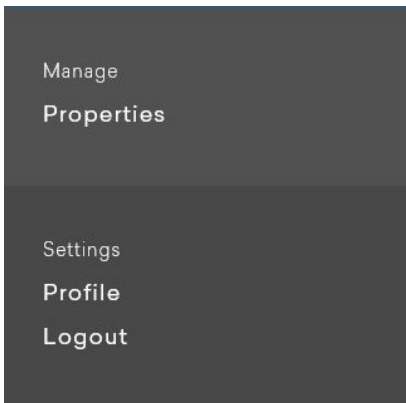**NEST USER GUIDE – PROVIDERS**

How to view and download applications for your vacancies

If you have a Provider account, you can view and download applications for your vacancies.

Viewing applications

1. Log in to Nest at gonest.com.au
2. From the right-hand drop-down menu, click on "Properties".

Manage
Properties

Settings
Profile
Logout

This will show you all the properties you have listed on Nest and the current applications. You will be able to see the number of applications you have received for each vacancy you have listed.

| Room 1A | Status: **Open** | 31 Applications
Edit Vacancy |
| Room 1 | Status: **Open** | 6 Applications
Edit Vacancy |
| Room 4C | Status: **Full** | 36 Applications
Edit Vacancy |
| Room 3C | Status: **Full** | 30 Applications
Edit Vacancy |

3. To view the list of applications, click "Applications".

Room 1A	Status: **Open**	☰ 31 Applications ☑ Edit Vacancy
Room 1	Status: **Open**	☰ 6 Applications ☑ Edit Vacancy
Room 4C	Status: **Full**	☰ 36 Applications ☑ Edit Vacancy
Room 3C	Status: **Full**	☰ 30 Applications ☑ Edit Vacancy

This will show you a list of all applications received for that vacancy, including the name of the applicant, when they submitted their application and the type of funding they have, if applicable.

Applications for: Just Lovely House in Dulwich Hill

↓ Download CSV

Room 2 - Open (4)   ⌄

Name	Date	SDA	SIL	DSP	DPA
Alva Koepp	01 Apr 19	⊗	⊗	⊘	⊗
Eloise Cronin	27 Mar 19	⊗	⊗	⊗	⊘
Jesse Barton	17 Mar 19	⊘	⊘	⊘	⊗
Laverne Bayer	16 Mar 19	⊗	⊗	⊘	⊘

Downloading applications

1. Click the "Download CSV" link in the right-hand corner.

↓ Download CSV

Personal information about the applicants (including their contact details) will be downloaded to your device/computer as a CSV file.

Please note, applications for each separate vacancy you list must be downloaded individually. If you have a property with several vacancies open for applications you will have to download the CSV file for each vacancy separately.

Viewing the CSV file

The CSV file will give you more detailed information about the applicant, based on the information they provided in their personal profile. It will include information such as their contact details, date of birth, gender, NDIS status, SDA funding status (if any), SIL funding status and level (if any), current income bracket (if applying for affordable or social housing), their LHA status (if any), modifications they would like for the vacancy, property features, current accommodation and support service providers.

This information can help you with checking the compatibility and suitability of applicants with your property and vacancy, however, we do recommend you speak with applicants at some stage in the process.

If you need more information about Nest applications, please contact us at info@gonest.com.au