

Please take some time to ensure that you have checked off all the boxes below prior to forwarding your application for NRAS housing. **Please note that we will only process your application when we have received all of the information below.**

Have you: *(please tick)*

1. Completed the NRAS eligibility Self-Assessment Guide.

☐

2. Completed and signed the Aust Government tenant consent form.

☐

3. Completed and signed the NRAS tenant income questionnaire and attached supporting documentation as evidence.

☐

4. Completed and signed the Accord Real Estate Application Form (for each applicant).

☐

5. Included current identification (Photo I.D e.g. License or passport).

☐

6. Included copy of all bank statements for the past 12 months for each applicant. (If applicable provide supporting Centre Link documentation)

☐

7. Signed and dated Accord Real Estate tenancy privacy statement.

☐

8. Provided details of any funds you have received within the 12 month assessment period other than income on the Statutory Declaration ie. family support.

☐

Properties listed under the National Rental Affordability Scheme (NRAS) must be rented in accordance with the NRAS Act and Regulations, and can only be rented to Eligible Tenants. This guide will assist you in determining if you and your household may qualify.

Self-Assessment Steps:

## 1. Confirm your household type

Who will be permanently living in the rental property with you?

Total number of adults: \_\_\_\_\_ (including yourself)

Total number of children (under 18 yrs): \_\_\_\_\_

## 2. Confirm your gross household income for the last 12 months

What is the income earned by each person residing in the rental property for the last 12 months?

Total gross income for the household: \$ \_\_\_\_\_

(You should include the total income for each person living in the property, including Government allowances/payments received).

## 3. Confirm your household eligibility

Compare your answers from above to the table below.

Household Type	Maximum Household Income on lease entry (2020 - 21 NRAS Year)
One Adult	\$52,324
2 Adults	\$72,341
3 Adults	\$92,358
4 Adults	\$112,375
Sole Parent with 1 child	\$72,391
Sole Parent with 2 children	\$89,748
Sole Parent with 3 children	\$107,105
Couple with 1 child	\$89,698
Couple with 2 children	\$107,055
Couple with 3 children	\$124,412

If your household type and income is under the maximum household income for your household type, you may be eligible to rent a NRAS property.

*\*Net rent cannot exceed 30% of annual household income.*

*Please note the above is only a guide, and your rental application for an NRAS property will be subject to review by the property manager, NRAS participant and property owner. You will be required to provide satisfactory supporting evidence of the income declared and other demographic information, which will be reviewed and supplied to the Australian Government as required by the NRAS Act and Regulations. Furthermore eligibility is subject to annual review. Furthermore the NRAS approved participant, does not warrant that you and your household are eligible tenants and/or will be selected as tenants should you apply to rent a NRAS approved property.*

## **Tenancy Application Assessment – List of Documents.**

**All applicants must provide bank statements/online banking transaction listing for the previous 12 months prior to Assessment Period**

### **Primary Documents:**

#### **GROSS (BEFORE TAX) EMPLOYMENT INCOME (FROM ALL EMPLOYERS)**

1. 3x recent payslips.
2. PAYG payment summary or Notice of Assessment for the LAST financial year.

#### **SELF EMPLOYMENT INCOME**

1. Profit & loss statement for 12 months prior to assessment period.
2. Statutory Declaration confirming the net income (i.e. the net profit) for the 12 month period prior to assessment period (*the 12 month period must be disclosed in the declaration*)
3. Business Account bank statements.

#### **CENTRELINK ALLOWANCES & PENSIONS**

1. *Centrelink Payment History Report* for 12 months prior to the assessment period.
2. Most recent income statement.

### **Other Documents:**

#### **FINANCIAL SUPPORT FROM FAMILY / FRIENDS**

1. Statutory Declaration from family/friends confirming the amount(s) paid (in \$AUD) during the 12 month period prior to assessment period (*the 12 month period must be disclosed in the declaration*).

#### **SCHOLARSHIP OR GRANT INCOME**

1. Letter from the institution providing the scholarship or grant and confirmation of the amount(s) being paid.

#### **ALL OTHER INCOME**

1. Statutory Declaration confirming the source of income (dividends, rental income, etc.) and the amount(s) received during the 12 month period prior to assessment period (*the 12 month period must be disclosed in the declaration*).

#### **NO INCOME**

1. Statutory Declaration confirming that no income was received from any source during the 12 month period prior to entering a lease (*the 12 month period must be disclosed in the declaration*).



April 2020

# The National Rental Affordability Scheme

## Tenant Demographic Assessment and Consent Form

### When to use this form

This is an approved form under section 44 of the National Rental Affordability Scheme Regulations 2020. This form needs to be completed by you as the tenant and the approved participant so that the Department of Social Services (the department) can assess tenant eligibility for the National Rental Affordability Scheme (NRAS). The approved participant must provide a tenant consent form for each tenant of the dwelling.

This form requests information about you and the approved rental dwelling which includes:

- the length of the lease;
- the number and ages of occupants residing in or that will reside in the dwelling;
- sources and details of income earned (noting that the approved participant will need supporting evidence);
- the amount of rent that will be charged.

Approved participants are required to provide this form to prospective tenants. Each prospective tenant who is an adult must complete and sign this form prior to entering into any lease or rental agreement for an NRAS approved rental dwelling.

### Why is information collected?

Information about you, and your household, is collected in this form to confirm your eligibility to rent an NRAS property. It may be used to better direct resources to areas of need and improve its services. The information can also be provided to state or territory governments for the same purpose.

### Tenant's consent to give information

By completing and signing this form you agree to the collection, use and disclosure of your personal information (the information contained in this form) by the department for the purposes of NRAS. If you do not agree, this may affect your tenancy.

You can ask your approved participant to give you a copy of the information that they have provided to the department.

## Protection of information

The approved participant and the department, as the persons responsible for collecting the information in this form, are required to observe the Australian Privacy Principles under the *Privacy Act 1988*. This means that this form must:

- tell you why the information is needed (i.e. to enable the department to assess your eligibility to lease an NRAS property and to provide additional information for assessing the rental eligibility status);
- tell you what will happen to your information and who it will be given to (i.e. the approved participant will provide the information to the department and the department may give the information to any other parties the department determines appropriate to achieve the objectives of the Scheme).

In addition, the approved participant and the department must:

- store the information securely;
- only use the information for the purpose it was obtained;
- only pass your information to other parties when the law allows or requires it.

The department sometimes provides information about people who are accessing Australian Government funded services to other Government departments and researchers. When this happens, only limited information is made available, and the department removes all details that could identify you, e.g. your names and your employer's name.

Any other Australian Government departments, state and territory governments and Australian researchers who are given access to the information must also observe the Australian Privacy Principles (or equivalent) when handling the information.

The Australian Privacy Commissioner can investigate allegations of improper collection, use and disclosure of personal information by Government departments.

For more information about how the department handles personal information please see the department's privacy policy at [www.dss.gov.au/privacy-policy](http://www.dss.gov.au/privacy-policy). The department's privacy policy contains information about how an individual can seek access to or correction of personal information held by the department. The policy also provides information about how an individual can make a privacy complaint.

## Obligations of your approved participant/housing provider

The approved participant must verify that the gross annual income (income from all sources before tax is applied) of all occupants that reside in an NRAS approved rental dwelling is within the household eligibility threshold for your household type. Your income should be reviewed annually. The initial verification must be conducted by the approved participant prior to you entering into a lease or rental agreement for the dwelling.

Please note that you will cease to be an eligible tenant if your household's combined gross annual income exceeds the approved income threshold by 25 per cent or more in two consecutive eligibility years.

The approved participant must ensure that they comply at all times with the landlord, tenancy, building and health and safety laws of the state or territory and local government area in which the dwelling is located.

The approved participant must provide an NRAS approved rental dwelling at a rate at least 20 per cent below the assessed market rent of the property.

The approved participant may review the rent charged for your property in line with the landlord, tenancy and local government laws in your relevant state or territory. However, any increase in rent must ensure that each charge of rent for the dwelling is at least 20 per cent below the market value rent for the property.

The approved participant must keep and maintain all records used to verify your eligibility to lease an NRAS dwelling, methodology for determining market rent value and rent charged, and information and details specifically requested by the department for five years.

## Important information

The **approved participant or housing provider** is responsible for completing the following questions on the Tenant Demographic Assessment and Consent Form:

- Question 1\*
- Question 2\*
- Question 3\*
- Declaration\*

\* denotes mandatory questions

The **tenant** is responsible for completing the following questions on the Tenant Demographic Assessment and Consent Form:

- Question 4\*
- Question 5\* (except for the part asking if the resident/s are people with a disability or are Aboriginal and/or Torres Strait Islander peoples).
- Question 6\*
- Question 7
- Question 8
- Question 9
- Tenant consent form\*

\* denotes mandatory questions

## Further information

Further queries on this form can be sent to [nras@dss.gov.au](mailto:nras@dss.gov.au).

# Tenant Demographic Assessment Form

**Approved Participant/Housing provider to complete Questions 1 to 3 and declaration**

## 1. Dwelling ID\* (\* denotes mandatory question)

Dwelling ID number *	
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## 2. Lease details\*

Start and end date of current lease <small>*(for existing tenants only)</small>	From:	To:
New Lease dates *	From:	To:
Ongoing lease? (Circle as appropriate)	Yes	No
What dates do changes in the Tenant Demographic Assessment (TDA) start from? *	From:	To:

## 3. Rent details\*

What is the market value rent for the dwelling, including the NRAS market rent index (CPI) if applicable? *	\$
What is the current rent charged? *	\$

## Approved participant or housing provider declaration\*

I (name of authorised officer)

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Of (approved participant or housing provider name)


have explained to the tenant, and I believe the tenant to understand:

- all of the information at pages 1-3 of this form;
- that personal information the tenant has been asked to provide is collected for the purpose of determining access to and delivery of affordable rental accommodation under the Scheme; and
- that, as the approved participant or housing provider, I will be required, from time to time, to pass some or all of the tenant's personal information to the Australian Government, and may also be required to provide some or all of that information to other government departments and researchers as directed by the Australian Government.

Officer signature

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Date:

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# Tenant Demographic Assessment Form

## Tenant to complete Questions 4 to 9 and consent form

### 4. Age composition of household\*

What are the ages of all residents in your household? \*

Age	Number of household residents
0 – 4 years	
5 – 17 years	
18 – 54 years	
55 & over	

### 5. Household demographics\*

Household demographics	Number applicable
Number of sole parents *	
Number of independent minors * ( <b>Independent minors</b> are those persons aged under 18 years and residing in the household but living independently, i.e. <b>not</b> financially dependent on an eligible tenant over the age of 18 years)	
Number of couples*	
Number of residents with a disability	
Number of residents who are Aboriginal and/or Torres Strait Islander peoples	

### 6. Gross household income\*

#### a. For new tenants:

Gross household Income (before tax)	Amount	Number of residents receiving Commonwealth Rent Assistance
What was the annual gross household income for the 12 months prior to entry into this dwelling? *	\$	

#### b. For existing tenants:

Gross household Income (before tax)	Amount	Number of residents receiving Commonwealth Rent Assistance
What is the annual gross household income before tax for the last 12 months? *	\$	

## 7. Sources of income\*

What is the main source of income for each resident in the household?

Income source	Number of residents
Wages/Salaries (Private Sector)	
Wages/Salaries (Public Sector)	
Wages/Salaries (Community Sector)	
Self Employed	
Government Pensions and Allowances	
Superannuation or annuity	
Other Sources	

(\*It is not mandatory to identify the income source, but it is **mandatory** to provide the housing provider with **evidence of household income sources** in order to verify your eligibility to rent an NRAS approved rental dwelling.)

## 8. Studying or training

How many residents of the household are currently studying or training?

Studying or training	Number of residents
Apprentices or traineeships	
Primary or secondary students	
Tertiary students (university or technical college)	

## 9. Prior living arrangements

Prior to this lease, what were the living arrangements of all household residents?

Living arrangements	Number of residents
Home being purchased	
Home fully owned	
Renting	
Homeless	
Living with family or friends	
Other	

## Tenant consent form\*

NRAS Dwelling ID:

The personal information you are asked to provide in this form is collected by the approved participant to enable the approved participant or housing provider to determine (and the department to verify) your eligibility to lease a property under the Scheme and to assist the Australian Government to find out more information about who is accessing its services. The approved participant or housing provider will be required to collect your personal information and provide it to the department. The approved participant, housing provider and the department all may be required, from time to time, to pass some or all of your personal information to other Australian Government departments and researchers.

I (name of tenant)

Of (address)

  

I give my consent for the approved participant or housing provider responsible for managing the allocation covering my rental dwelling to collect my personal information as collected in this form for the purposes described in this form and in accordance with the objects of the Scheme.

I also give my consent for the approved participant or housing provider to disclose on my behalf to the Australian Government, or to other government departments and researchers as directed by the Australian Government, some or all of my personal information as collected in this form.

I also acknowledge that the disclosure of some or all of my personal information to the Australian Government and its use will occur for the purpose of assisting the Australian Government to conduct research and report its performance under the Scheme.

I also agree that, in the event that the allocation covering my rental dwelling is transferred to another approved participant, my details may be provided to the gaining approved participant.

Tenant's signature

Date:

This consent form will be retained by your approved participant or housing provider, and may be sighted by the Australian Government, in order to verify your eligibility to lease a property under the Scheme.

# Residential Application Form

For your application to be processed you must answer all questions  
(Including the reverse side)



## A. AGENT DETAILS

### Accord RE

**Address:** Suite 204/737 Burwood Rd, Hawthorn East 3123  
**Phone Number:** (03) 9882 3330  
**Fax Number:** (03) 9813 4219  
**Email Address:** enquiries@accordre.com.au  
**Web:** www.accordre.com.au

## B. PROPERTY DETAILS

### 1. What is the address of the property you would like to rent?

Postcode

### 2. Property Rental

\$	per week	\$	per month
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### 3. Lease commencement date?

	Day		Month		Year
--	-----	--	-------	--	------

### 4. Lease term?

	Year/s		Months
--	--------	--	--------

### 5. How many people will normally occupy the property?

	Adults		Children		Ages
--	--------	--	----------	--	------

## C. APPLICANT ONE DETAILS

### 6. Please give us your details

Mr ☐ Ms ☐ Miss ☐ Mrs ☐ Other ☐  
Surname Given Name/s

--

Date of Birth

--

Driver's licence number

--

Driver's licence expiry date

--

Driver's licence state

--

Passport no. and expiry

--

Passport country

--

Pension no. (if applicable)

--

Pension type (if applicable)

--

### 7. Please provide your contact details

Home phone no.

--

Mobile phone no.

--

Work phone no.

--

Fax no.

--

Email address

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### 8. What is your current address?

Postcode

## D. UTILITY CONNECTIONS

# YourPorter

Telephone: 1300 400 600  
Fax: 1300 326 468  
www.yourporter.com.au

YourPorter is a FREE service connecting utilities and other services. If the Agent approves this application, YourPorter will connect your water for the purpose of usage charges at your new property on behalf of the Real Estate Agent. YourPorter will be contacting you by phone, SMS, or email for the purposes of assisting you to connect your utilities within 24 hours of receiving this application for next business day connection.

- |   |  |   |
|---|--|---|
| <input type="checkbox"/> Electricity    | <input type="checkbox"/> Gas             | <input type="checkbox"/> Water            |
| <input type="checkbox"/> Telephone      | <input type="checkbox"/> Pay TV          | <input type="checkbox"/> Internet         |
| <input type="checkbox"/> Car Insurance  | <input type="checkbox"/> Home & Contents | <input type="checkbox"/> Health Insurance |
| <input type="checkbox"/> Life Insurance | <input type="checkbox"/> Home Loans      |   |

### DECLARATION AND ACCEPTANCE:

I/We consent to the disclosure of this application form (including any personal information contained in this form) to YourPorter Pty Ltd (ABN 36 252 576 050) for the purpose of allowing YourPorter and its service providers to contact me for the connection of services as offered by YourPorter.

I/We acknowledge that if I/We do not provide my/our personal information, YourPorter will not be able to provide these services to me/us. YourPorter will ensure that my/our personal information is collected, used, held and disclosed in accordance with the requirements of the Privacy Act 1988 (Cth).

I/We acknowledge that YourPorter may receive a benefit in relation to the connection of any of the services listed above. I/We consent to YourPorter contacting me by phone or SMS in relation to the connection of the services listed above. I/We acknowledge that this consent permits YourPorter to contact me even if the numbers listed on this application are listed on the Do Not Call Register. YourPorter will otherwise collect, hold, use and disclose personal information in accordance with their privacy policies, which are available at [www.yourporter.com.au/general/privacy-policy/](http://www.yourporter.com.au/general/privacy-policy/). YourPorter is a free service, but I/We acknowledge that standard connection fees may apply for services connected (in addition to the ongoing service fees).

I/We acknowledge that neither YourPorter nor the Agent accept any responsibility for any delay in or failure to arrange or provide for any connection of a service or for any loss, damage, cost or expense in connection with such delay or failure. By signing this application, I/We understand YourPorter is a value add product and that I/We are under no obligation to use YourPorter.

Signature

Date

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## E. DISCLAIMER/AUTHORITY

I hereby offer to rent the property from the owner under a lease to be prepared by the Agent. Should this application be accepted by the landlord I agree to enter into a Residential Tenancy Agreement.

I acknowledge that this application is subject to the approval of the owner/landlord. I declare that all information contained in this application (including the reverse side) is true and correct and given of my own free will. I declare that I have inspected the premises and am not bankrupt.

I authorise the Agent to obtain personal information about me from:

- (a) The owner or the Agent of my current or previous residences;
- (b) My personal referees and employer/s
- (c) Any record listing or database of defaults by tenants such as NDT, TICA or TRA for the purpose of checking your tenancy history;

I am aware that I may access my personal information by contacting;

NTD: 1300 563 826

If I default under the rental agreement, I agree that the Agent may disclose details of any such default to a tenancy default database, and to agents/landlords of properties I may apply for in the future.

I am aware that the Agent will use and disclose my personal information in order to:

- (a) communicate with the owner and select a tenant
- (b) prepare lease/tenancy documents
- (c) allow tradespeople or equivalent organisations to contact me
- (d) lodge/claim/transfer to/from a Bond Authority
- (e) refer to Tribunals/Courts & Statutory Authorities (where applicable)
- (f) refer to collection agents/lawyers (where applicable)
- (g) complete a credit check with NTD (National Tenancies Database)
- (h) transfer water account into my name

I am aware that if the information is not provided or I do not consent to the uses to which personal information is put, The Agent cannot provide me with the lease/tenancy of the premises.

I am aware that the agent will disclose my personal information to YourPorter for the purposes of transferring the water account into my name. This will enable YourPorter to connect all accepted tenants to relevant water boards for water usage.

Signature

Date

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**F. APPLICANT ONE- HISTORY****9. How long have you lived at your current address?**

		Years			Months
--	--	-------	--	--	--------

**10. Why are you leaving this address?**

--

**11. Landlord/Agent details of this property (if applicable)**

Name of landlord or agent

--

Landlord/agent's phone no.

--

Weekly Rent Paid

\$	
----	--

**12. What was your previous residential address?**

--

Postcode

**13. How long did you live at this address?**

		Years			Months
--	--	-------	--	--	--------

**14. Landlord/Agent details of this property (if applicable)**

Name of landlord or agent

--

Landlord/agent's phone no.

--

Weekly Rent Paid

\$	
----	--

Was bond refunded in full?

--

If not why not?

--

**G. EMPLOYMENT HISTORY****15. Please provide your employment details**

What is your occupation?

--

What is the nature of your employment?  
(FULL TIME/PART TIME/CASUAL)

--

Employer's name (inc. accountant if self-employed or institution if student)

--

Employer's address

--

Postcode

Contact name

--

Phone no.

--

Length of employment

		Years			Months
--	--	-------	--	--	--------

Net Income

\$	
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**16. Please provide your previous employment details**

Occupation?

--

Employer's name and contact details

--

Length of employment

		Years			Months
--	--	-------	--	--	--------

Net Income

\$	
----	--

**H. CONTACTS / REFERENCES****17. Please provide a contact in case of emergency**

Surname

--

Given name/s

--

Relationship to you

--

Phone no.

--

**18. Please provide 2 personal references (not related to you)**

1. Surname

--

Given name/s

--

Relationship to you

--

Phone no.

--

2. Surname

--

Given name/s

--

Relationship to you

--

Phone no.

--

**I. OTHER INFORMATION****19. Car Registration**

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**20. Please provide details of any pets**

Breed/type

Council registration / number

1.

--

2.

**PLEASE NOTE**

Initial payments must be made by bank cheque or money order within 24 hours after approval of application. No Personal Cheques accepted. Keys will not be handed over until the lease agreement has been signed by all applicants.

This application is accepted subject to the availability of the property on the due date and no action shall be taken by the applicant against the landlord and the agent should any circumstances arise whereby the property is not available for occupation on the due date.

**HOW DID YOU FIND OUT ABOUT THIS PROPERTY?**

The Age	The Internet	Relocation Company
<input type="radio"/> Board	<input type="radio"/> Counter List	<input type="radio"/> Other (specify)
<input type="radio"/> Referral	<input type="radio"/> Local Paper	<input type="radio"/>

**PLEASE PROVIDE US WITH 100 POINTS OF IDENTIFICATION**

Driver's licence	50 points
Passport	50 points
Proof of Age Card	50 points
Student ID Card	50 points
Copy of Mobile Phone Account	20 points
Copy of Medicare Card	20 points
Concession/Pension Card	10 points
Copy of Gas/Water/Electricity Account	30 each

**OFFICE USE ONLY****Property Rental**

\$		per week	\$		per month
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## TENANCY PRIVACY STATEMENT

This form is to be accompanied by an Application for Tenancy. Your Application for Tenancy cannot be accepted unless this has been completed in full and signed.

Please take the time to read this Privacy Statement carefully, and once completed return it to this office with your Tenancy Application.

As professional Property Managers, "Accord Real Estate" collects all personal information about you. To ascertain what personal information we have about you, you can contact us in the following ways:

**Telephone:** 03 9882 3330  
**Facsimile:** 03 9813 4219  
**Email:** [enquiries@accordre.com.au](mailto:enquiries@accordre.com.au)  
**In person:** Suite 204/737 Burwood Road, Hawthorn East Vic 3123

We collect your personal information to assess the risk in providing you with the lease/tenancy of the premises you have requested, and if the risk is considered acceptable, then we provide you with the lease/tenancy of the premises.

To carry out this role, and during the term of your tenancy, we usually disclose your personal information to the following:

The landlord, the landlord's lawyers – in the case of commercial leases for their preparation, the landlord's mortgagee – for mortgage purposes, referees you have nominated, organisation/tradespeople required to carry out maintenance to the premises, rental bond authorities, Residential Tribunal/Courts, collection agencies, National Tenancies Database Pty Ltd, other Real Estate Agents and Landlords, utilities companies such as gas, electricity, water and telephone connection, banks – for rental payment facilities and financial records, employers, Government Agency for reference purposes and to be included on our database.

Signed by the Applicant: \_\_\_\_\_  
(Signature)

\_\_\_\_\_  
(Print Name)

\_\_\_\_\_/\_\_\_\_\_/\_\_\_\_\_  
Date                  Month                  Year

\_\_\_\_\_  
Witness

State of Victoria

## Statutory Declaration

I, \_\_\_\_\_  
[full name]

of \_\_\_\_\_  
[address]

\_\_\_\_\_, do solemnly and sincerely declare that:-  
[occupation]

**I acknowledge that this declaration is true and correct, and I make it with the understanding and belief that a person who makes a false declaration is liable to the penalties of perjury.**

Declared at \_\_\_\_\_

this \_\_\_\_\_ day of \_\_\_\_\_ 20 \_\_\_\_\_

.....  
Signature of person making this declaration  
[to be signed in front of an authorised witness]

Before me,

.....  
Signature of Authorised Witness

The authorised witness must print or stamp his or her name, address and title under section 107A of the *Evidence (Miscellaneous Provisions) Act 1958* (as of 1 January 2010), (previously *Evidence Act 1958*), (eg. Justice of the Peace, Pharmacist, Police Officer, Court Registrar, Bank Manager, Medical Practitioner, Dentist)