

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 (2019 - 20 NRAS Year)
One Adult	\$51,398
2 Adults	\$71,061
3 Adults	\$90,724
4 Adults	\$110,387
Sole Parent with 1 child	\$71,110
Sole Parent with 2 children	\$88,160
Sole Parent with 3 children	\$105,210
Couple with 1 child	\$88,111
Couple with 2 children	\$105,161
Couple with 3 children	\$122,211

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*).



The National Rental Affordability Scheme

Tenant Consent Form

The National Rental Affordability Scheme ('NRAS' or 'the Scheme') seeks to address the shortage of affordable rental accommodation by offering a financial incentive (the 'incentive') to providers of new rental dwellings. The incentive is offered on the condition that dwellings are rented to eligible low and moderate income households at a rate at least 20 per cent below market rates. By requiring a reduction on market rent of at least 20 per cent, the Scheme improves dwelling affordability for tenants.

Tenant Consent Information

Approved participants are required to provide this document to prospective tenants. Each prospective tenant who is an adult must sign the Tenant Consent Form prior to entering into any lease or rental agreement for an NRAS property.

Why is information collected?

The Australian Government, as represented by the Department of Social Services (the Department), gives your approved participant a financial incentive to offer affordable rental accommodation to eligible tenants.

Information about you, and your household, is collected by your approved participant for the Department to confirm your eligibility to rent a property under the NRAS, and to inform the Australian Government as to who is accessing its services.

The Australian Government will use information provided by your approved participant to better direct resources to areas of need and improve its services.

What information is collected?

The information listed below is collected from you by your approved participant. By signing this form you are giving permission for your approved participant to give the following information to the Department:

- the length of your lease;
- the number of residents in your dwelling; the ages of all residents;
- the composition of the household;
- sources and details of income earned (noting that the approved participant will need evidence to support your eligibility to be an NRAS tenant and income requirements); and
- occupation details

The information that is provided to the Department is stored in a secure manner.

The following questions are optional and will not affect your tenancy. If you do answer, the information will help us to continue to improve Australian Government services.

- whether you or anyone in the household identifies as being of Aboriginal or Torres Strait Islander descent; and
- whether you or anyone in the household identifies as a person with a disability.

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

Protection of information

Your approved participant and the Department are required, to observe strict privacy rules which are contained in the *Privacy Act 1988* (Cth). This means that they must:

- tell you why they need to collect your information (i.e. to enable the Department to assess your eligibility to lease an NRAS property and to provide additional information for assessing the rental program);
- tell you what will happen to your information and who it will be given to (e.g. the Department and any other parties the Department determines appropriate to achieve the objectives listed above);
- store the information securely;
- only use the information for the purpose it was obtained; and
- only pass your information to other parties when the law allows, or are directed to do so.

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 name. This is so no one will be able to identify the information as belonging to you.

The other Government departments and researchers who are given access to the information must also observe the Information Privacy Principles 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. The 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

Your 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 property are within the household eligibility thresholds for your household type. The initial verification must be conducted prior to entering into the lease or rental agreement, and should be reviewed annually.

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

Your 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.

Your approved participant must provide an NRAS approved rental property at a rate of at least 20% below the assessed market rent of the property.

Your 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 the rent charged is at least 20% below the market value rent for the property.

Your 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 **tenant** is responsible for completing the following questions on the Tenant Consent Form:

- Question 4
- Question 5
- Question 6
- Question 7
- Question 8
- Question 9
- Question 10

Further information

Further queries on the Tenant Consent and Tenant Demographic Assessment Form can be sent to nras@dss.gov.au

Tenant Consent Form: dwelling and tenant details

NRAS Dwelling ID:

The personal information you are asked to provide by your approved participant or housing provider is collected to enable them to determine your eligibility to lease a property under the Scheme and to assist the Australian Government to find out more information as to who is accessing its services. Your approved participant or housing provider will be required to provide your personal information to the Department and they may be required, from time to time, to pass some or all of your personal information to other government departments and researchers.

I (name of tenant)

Of (NRAS property address)

hereby give consent for my 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. I 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.

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.

****Tenant to complete Questions 4 to 10****

4. Age composition of household (* denotes mandatory question)

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 (* denotes mandatory question)

Household demographics	Number applicable
How many couples are in the household? *	
How many sole parents are in the household? *	
How many independent minors are in the household? * (Independent minors are those aged under 18 years living independently and who are not financially dependent on an eligible tenant over the age of 18 years old)	
How many residents in the household identify as being of Aboriginal and Torres Strait Island descent?	
How many residents in the household identify as having a disability?	

6. Gross Household Income*

Are you a new tenant? (Circle as appropriate)	Yes	No

a. For new tenant:

Gross Household Income (before tax)	Amount
What was the annual gross household income for the 12 months prior to entry into this dwelling? *	\$

b. For existing tenant:

Gross Household Income (before tax)	Amount
What is the annual gross household income before tax for the last 12 months? *	\$

7. Income source[#]

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	

8. Studying or Training

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

Studying of training	Number of residents
Apprentices or Traineeships	
Primary or Secondary Students	
Tertiary students (university or technical college)	

9. Commonwealth Rental Assistance

How many residents in the dwelling receive Commonwealth rental assistance?	Number of residents

[#] 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 tenant eligibility into NRAS.)

10. 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	

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

		Years			Months
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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
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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

 \$
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**

20. Please provide details of any pets

Breed/type

Council registration / number

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
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)