

NRAS HOUSING APPLICATION FORM

Application Form Document Checklist

Please ensure that you have included the following information when returning your housing application for all household members aged 18+:

Address			
Dwelling ID		Property Code	

- Completed and Signed Application form**
Please make sure that the application and privacy disclosure has been signed
- Identification (Primary and Secondary)**
This must include photo identification as well as Medicare card, bank card, birth certificate etc.
- Centrelink Statement or Multi Consent Form (all applicants over 18 years)**
Please include income statements from Centrelink for the last 12 months (if applicable)
- Child Support Statement**
Please include a statement from the child support agency for the last 12 months (if applicable)
- Wages**
Please provide 3 recent payslips AND your PAYG / Group Certificate from the previous financial year
- Other Income - Superannuation / Dividends / Interest / Scholarships / Stipends**
Please include remittance for the last 12 months
- Self Employed**
Please provide a statement from your accounts and most recent tax return. We may require additional information and will contact you to discuss further.
- Phone, Gas or Electricity Bill**
Please include a recent bill from a utility company
- Bank Statement**
Please include a minimum of 3 months transaction history
- NRAS Declaration Form**
Please complete and attach the declaration form

Office Use

- TDA Form _____ (staff to initial)**
Please complete and attach the TDA form
- NRAS Eligibility Assessment Completed _____ (staff to initial)**
Please attach the income and completed income eligibility calculator

Please note: **Incomplete applications will not be accepted.** Please ensure all pages are signed where required, and all required documents are provided for all household members aged 18+. If your circumstances have changed since registration with DHPW under the NRAS scheme (e.g. You own or part own real estate or a caravan) please contact the Department to confirm your eligibility.

Number of Adults		Number of Children	
Address of property			

PERSONAL DETAILS – MAIN APPLICANT

Please tick [✓] the correct box or write in your answer.

Please note that if your application is successful, the main applicant will also be the main leaseholder.

Title	Mr <input type="checkbox"/> Mrs <input type="checkbox"/> Miss <input type="checkbox"/> Mr <input type="checkbox"/>	Gender	Male <input type="checkbox"/> Female <input type="checkbox"/>
Family name			
Given Names			
Home address			
Postal address			
Day time phone number			
Mobile number			
Evening phone number			
Date of birth			
Email address			

Do you need an interpreter: for spoken English?

For written English?

What is your first language? _____

What lease term would you be willing to commit to? _____

When would you like to commence the lease? _____/_____/20____

I confirm I have inspected the property I have applied for: _____

HOUSING AND INCOME DETAILS

NOTE: You are required to provide details of your accommodation history for the past 2 years

CURRENT HOUSING DETAILS

Are you a: <input type="checkbox"/> Tenant <input type="checkbox"/> Additional Occupant <input type="checkbox"/> Boarding <input type="checkbox"/> Homeless			
Current Address:			
Length of time at current address:		Rent p/w: \$	
Reason for leaving:			
Name of Landlord/Agent:		Phone:	

PREVIOUS HOUSING DETAILS

Previous Address:			
Length of time at above address: From		To	Rent p/w: \$
Name of Landlord/Agent:		Phone:	
Was Bond refunded in full?		<input type="checkbox"/> Yes	<input type="checkbox"/> No
If No, please specify reasons why:			

Do you or any of your family on this application own property Yes No

Details

Own assets that give you or your family income Yes No

Details

Own other assets other than household goods, and a car Yes No

Details

INCOME DETAILS

In order to be eligible for an NRAS property we will require details of all income earned for the last 12 months. You will be required to submit documentation to support income earned including: Pay slips, Centrelink income statements, earnings advice from accountant (if self employed) etc.

Type of Income	Gross [before tax] per fortnight	Proof attached
Wages	\$	
Centrelink	\$	
Child Support	\$	
Superannuation Payments	\$	
Interest from investments	\$	
Other (please specify):	\$	

CURRENT EMPLOYMENT DETAILS

You are required to provide your employment details for the last 12 months. Please complete if your current employment commenced less than 12 months ago

Occupation:	Employer:
Employer's Address:	
Supervisor's Name:	Supervisor's Position Title:
Contact Number:	Length of Employment:
Date Commenced:	Employment Status:

PREVIOUS EMPLOYMENT DETAILS

If your current employment commenced less than 12 months ago, you are required to provide your previous employment details

Occupation:	Employer:
Employer's Address:	
Supervisor's Name:	Supervisor's Position Title:
Contact Number:	Length of Employment:
Date Commenced:	Date Ceased:

NEXT OF KIN/ EMERGENCY CONTACT

Please provide contact information for a person not on this application who we may contact in case of an emergency.

Name:	Relationship to you:
Phone Number:	Email:
Address:	

REFERENCES

Please provide a personal reference (not related to you)

Name:	Relationship to you:
Phone Number:	Email:
Address:	

ADDITIONAL OCCUPANTS - PERSONAL DETAILS

Please list any additional occupants who will be living with you including children.

Full Name	DOB	Relationship to Main Applicant	Contact Number

HOUSING AND INCOME DETAILS FOR ADDITIONAL OCCUPANTS (18 years+)

Note: You are required to provide details of any additional occupants' accommodation history for the past 2 years and their income information.

CURRENT HOUSING DETAILS

Are they a: <input type="checkbox"/> Tenant <input type="checkbox"/> Additional Occupant <input type="checkbox"/> Boarding <input type="checkbox"/> Home Owner		
Current Address:		
Length of time at current address:		Rent p/w: \$
Reason for leaving:		
Name of Landlord/Agent:		Phone:

PREVIOUS HOUSING DETAILS

Previous Address:		
Length of time at above address: From	To	Rent p/w: \$
Name of Landlord/Agent:		Phone:
Was Bond refunded in full?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
If No, please specify reasons why:		

INCOME DETAILS

You will be required to submit documentation to support income earned including: Pay slips, Centrelink income statements, earnings advice from accountant (if self employed) etc.

Type of Income	Gross [before tax] per fortnight	Proof attached
Wages	\$	
Centrelink	\$	
Child Support	\$	
Superannuation Payments	\$	
Interest from investments	\$	
Other (please specify):	\$	

Do you or any of your family on this application own property Yes No

Details

Own assets that give you or your family income Yes No

Details

Own other assets other than household goods, and a car Yes No

Details

CURRENT EMPLOYMENT DETAILS

You are required to provide your employment details for the last 12 months.

Occupation:	Employer:
Employer's Address:	
Supervisor's Name:	Supervisor's Position Title:
Contact Number:	Length of Employment:
Date Employment Commenced:	Employment Status:

PREVIOUS EMPLOYMENT DETAILS

If your current employment commenced less than 12 months ago, you are required to provide your previous employment details

Occupation:	Employer:
Employer's Address:	
Supervisor's Name:	Supervisor's Position Title:
Contact Number:	Length of Employment:
Date Employment Commenced:	Date Employment Ceased:

Is there any other information you would like to provide in support of your request for housing? (If so please attach supporting documentation)

DECLARATION

Please ensure that you read and understand the following before signing.

I hereby offer to lease the property from the owner under a lease to be prepared by Compass Housing Services Queensland. I acknowledge that I will be required to pay a bond and two weeks rent in advance upon signing my lease agreement.

I acknowledge that:

- This application will not be processed if the required information is not completed and provided in its entirety
- This application is subject to the approval of Compass Housing Services Queensland
- Offers of accommodation are subject to property availability
- If the applicant is found to be ineligible for the NRAS Housing Program, this application together with attachments will be destroyed immediately

I declare that:

- All information contained in this application is true and correct and given by my own free will
- I am not bankrupt or in debt to any landlord/agent
- I do not owe any money to Housing NSW, Compass Housing Services, Compass Housing Services Queensland, or any other community housing provider
- I acknowledge that this application is subject to the approval of the owner. I accept that if the application is denied, the staff at Compass Housing Ltd are not legally obliged to give a reason.
- I acknowledge that smoking is not permitted inside the property at any time.
- I acknowledge that my personal contents insurance is not covered under any lessor insurance policy/s and understand that it is my responsibility to insure my own personal belongings.
- I declare that I have inspected the property and am satisfied with the current condition and cleanliness.
- I the applicant hereby offer to rent the property from the owner under a lease to be prepared by the Compass Housing Services Queensland.

Please answer the following:

- | | |
|---|------------|
| • I have never been evicted by an agent/lessor | True False |
| • I have never been refused another property by any lessor/agent | True False |
| • I have no outstanding debt to another agent/lessor | True False |
| • I have no known reason that would affect my ability to pay rent | True False |
| • I was refunded the rental bond for my last address in full | True False |

Details if you answered False to any of the above: _____

I acknowledge I will be required to pay 2 weeks rent in advance and a rental bond, equal to 4 weeks rent.

I declare that all the information contained in this application, which contains but is not limited to, my household details, income and asset information and the evidence that I have provided are all true and correct and given of my own free will.

Signature of Applicant

Date

Signature of Additional Occupant

Date

PRIVACY POLICY

The *Privacy Act 1988* (Cth) (the Act) allows certain information about the Applicant referred to in this Application to be collected, used and disclosed for the purpose for which it was collected, and otherwise in accordance with the Act. This Privacy Policy only applies to the extent the Agent collects, uses, and discloses personal information.

Compass Housing Services Co Ltd may amend, or amend and restate, this Privacy Policy from time to time and may subsequently notify the Applicant of any changes to this Privacy Policy by written notification to the Applicant. Personal Information may be collected and stored during each of the application, assessment and processing stage.

The personal information the Applicant provides in this Application or collected from other sources is necessary for the Agent to:

(a) Identify and verify the Applicants' identity; (b) process and assess the Application; (c) assess the Applicants' ability to meet their financial and other obligations under the Residential Tenancy Agreement; (d) make recommendations to the Landlord; (e) manage the tenancy for the Landlord; (f) liaise and exchange information with the Applicant, and the Agent's or Applicant's legal and other advisors including support workers in relation to or in connection with the Residential Tenancy Agreement; (g) comply with any applicable law; and (h) comply with any dispute resolution process. If the personal information is not provided by the Applicant, the Agent may not be able to carry out the steps described above and may therefore not be able to process the Application.

Personal information collected about the Applicant in connection with this Application and, if successful, the tenancy may be disclosed by the Agent for the purpose for which it was collected to other parties including to the Landlord, the Landlord's mortgagee or head-lessor (in either case, if any), referees, other agents, Courts, tribunals responsible for residential tenancy matters, third party operators of tenancy databases, and any other third parties instructed by the Applicant.

Information held by the tenancy databases may also be requested by and disclosed to the Agent and/or the Landlord. If the Applicant enters into a Residential Tenancy Agreement, and if the Applicant (as tenant) fails to comply with their obligations under that agreement, that fact and other relevant personal information collected about the Applicant (as Applicant or as tenant) may also be disclosed to the Landlord, third party operators of tenancy databases, other agents, Courts and tribunals responsible for residential tenancy matters.

The Applicant has the right to request access to any personal information held by the Agent which relates to them, unless the Agent is permitted by law (including the Act) to withhold that information. Any requests for access to the Applicant's personal information should be made in writing to the Agent at the contact details included in this Application. The Agent may charge a reasonable fee where access to personal information is provided (no fee may be charged for making an application to access personal information). The Applicant has the right to request the correction of any personal information which relates to the Applicant that is inaccurate, incomplete or out-of-date.

The agent will take reasonable precautions to protect the personal information it holds in relation to the Applicant from misuse, loss, and unauthorised access, modification or disclosure.

By signing this Application, the Applicant acknowledges that it has read, understands and accepts the terms of this Privacy Policy and the permissions to collect, use and disclose personal information, and the Applicant authorises the Agent to collect, use and disclose, in accordance with the Act, their personal information for the purposes specified in this Privacy Policy.

NOTICE TO PROSPECTIVE TENANTS

The availability of telephones lines; internet services; analogue, digital or cable television (and the adequacy of such services); are the sole responsibility of the tenant(s) and tenants should make their own enquiries as to the availability and adequacy of such services before accepting the tenancy of the property. The landlord does not warrant that any telephone plugs, antenna sockets or other such service points located in the property are serviceable, or will otherwise meet the requirements of the tenants, and tenants must rely upon their own enquiries.

I, the applicant, hereby agree:

- The above information is true and correct
- I understand that Compass Housing Service Queensland will conduct employment, housing and personal reference checks based on the information I and any additional occupants have provided in this application
- I am financially able to meet all the commitments under the Residential Tenancy Act
- I, and any listed additional occupants, have not been declared bankrupt
- My application may be processed and checked through any previous agents/landlords supplied
- I have provided proof of all gross household income received for the 12 months prior to the property availability date
- I accept the property applied for in its current condition, and this property meets all of mine and my household's requirements

SPECIAL TERMS –NRAS rental arrears and invoices.

1. The Landlord agrees to provide the tenant with a minimum 20 per cent discount on market rent if the tenant's income is in accordance with the NRAS income limits for rental discount.
2. In all cases there will be no discount if the tenant does not provide Compass Housing Services with income details when requested which will be at least annually.
3. Failure to provide this information is a breach of the tenant's agreement with Compass Housing Services and will lead to Compass Housing Services terminating the lease.
4. Following the initial valuation of market rent for year one and formal independent valuations for years four & seven, variations to market rents for years two-three, five-six and eight-ten can be based on:
 - Local or State based rental movement data; or

- Desk-top valuation, that is, consideration of reports, data and information at hand; or
 - The rental component of the Consumer Prince Index (CPI) at the capital city rate for the State in which the dwelling is located.
5. Annual rent increases, other than at the four and seven year independent valuation points must not exceed the rental component of the CPI for the year.
 6. There is to be a maximum of one rental increase per year.
 7. If an applicant is deemed ineligible or is not approved for the property applied for, their application and all supporting documentation will be destroyed within 24 hours.
 8. If an applicant is unhappy with the decision made concerning their housing they may within 28 days of the decision being made, write to the Allocations and Appeals Committee giving their reasons for wanting a review of the decision.
 9. Tenancy agreements shall be for 12 months and then re-signed at the point of expiration, unless another lease term is negotiated.

Signature of Applicant: _____

Date: _____

Signature of Additional Occupant : _____

Date: _____

The terms set out below form a part of your General Tenancy Agreement and will be enforced in accordance with your General Tenancy Agreement and the Rental Tenancy Laws.

1. Rental Arrears

- 1.1 Compass Housing Services Queensland has a **zero tolerance policy** towards rental arrears.
- 1.2 You acknowledge and agree that rent must be paid 2 weeks in advance at all times.
- 1.3 If your rental payments fall into arrears the following action will be commenced by 4Walls

Rent in arrears 3-7 days	Daily phone call and SMS reminders will be sent to all tenancy holders
Rent in arrears 8 days	Notice to remedy breach for failure to pay rent when due will be issued
Breach not remedied by payment in full of arrears	Notice to leave form 12 with 7 days to vacate given
Property not vacated/ Arrears not paid in full	Court action and debt recovery will proceed

2. Water consumption and invoice payment

- 2.1 You are responsible for the payment of your water consumption usage
- 2.2 You will be invoiced by 4 walls for your water usage on quarterly to 6 monthly cycles
- 2.3 You are required to pay all invoices within 30 days of issue date failure to do so will result in a notice to remedy breach being issued against you.

3. Agreement to be Bound

- 3.1 By signing this document you agree to abide by the terms and conditions.
- 3.2 You agree that these terms and conditions form part of your General Tenancy Agreement.

Applicant 1	Applicant 2	NRAS Housing Officer
Signature	Signature	Signature
Name	Name	Name
Date	Date	Date

123- Authorisation Form – Multiple consent and authority

Tenant 1	Tenant 2
Name:	
Date of Birth:	
Centerlink Ref:	
Address:	

Tenants must clearly indicate for each service they wish this Tenant consent to be applied to> Please clearly tick yes or no

Option 1 - Centrelink Confirmation eServices – Income Confirmation

Yes No **Tenant 1**
 Yes No **Tenant 2**

I authorise:

- Compass to use Centrelink Confirmation eServices to perform a Centrelink enquiry of my Centrelink income, asset and payment details to enable the Business to determine if I qualify for a concession, rebate or service.
- the department to provide the results of that enquiry to Compass.

I understand that:

- the department will use information I have provided to Compass, to confirm my eligibility for relevant concession, rebate or services and will disclose to Compass my personal information including my name, address, payment type, payment status, income, assets, concession card status, one-off payment, deductions, shared care arrangements.
- I can obtain proof of my circumstances/details from the department and provide it to Compass so that my eligibility for services can be determined.
- if I withdraw my consent or do not alternatively provide proof of my circumstances/details, I may not be eligible.

Option 2 – Electronic Verification of Rent (EVoR)

Yes No **Tenant 1**
 Yes No **Tenant 2**

I authorise:

- Compass Housing Services (“Compass”) to collect and use my current and future accommodation information and to provide it to the Australian Government Department of Human Services (the department) for reassessment of my eligibility for Commonwealth Rent Assistance.

I understand that:

- the information collected and used by Compass and provided to the department may include my Customer Reference Number, family name, given name, date of birth, address, household rent, individual rent, and relationship status.
- every time Compass provides information to the department, I will be advised in writing.

Option 3 – Centrepay

Yes No **Tenant 1**

Yes No **Tenant 2**

I authorise Compass to advise the department:

- to change my existing Centrepay deduction, target amount or suspend the nominated deduction from time to time to ensure my housing payments are met, and
- of my correct account or billing number if required.

I authorise the department to:

- provide information for the purpose of reconciling my payment deduction details.

I understand that:

- This consent, once signed, is effective for the service/s indicated, and only for the period that I am a Customer of Compass.
- This consent which is ongoing, may be withdrawn by me, at any time, by giving notice in writing to Compass.
- I can withdraw my consent for all indicated service/s by contacting Compass.
- Every time that Compass provides information to the department for EVoR and/or Centrepay, I will be advised.
- Compass will maintain a record of my consent for a minimum of two years from the date I cease to be a Customer of the Business.
- If I withdraw part or all of this consent in relation to Electronic Verification of Rent that I will be responsible for notifying the department of all future changes to my accommodation circumstances.
- I will be able to obtain a written copy of the income statements the department provides to the Business at any time from either the department or Compass.
- If I change my address I must inform the department.

	Tenant 1	Tenant 2
Signature:		
Full Name:		
Date:		



National Rental Affordability Scheme (NRAS)

Information for tenants

What is NRAS?

The National Rental Affordability Scheme (NRAS or the Scheme) is a long term commitment by the Australian Government to invest in affordable rental housing. NRAS provides people on low to moderate incomes with an opportunity to rent homes at a rate that is at least 20 per cent below market value rent.

NRAS homes are **not** social housing — they are affordable private rental homes.

Homes can range from studio apartments right through to family homes, and are located where affordable rental accommodation is most needed, especially in areas where employment, schools and other services are available nearby.

NRAS homes may remain in the Scheme for up to 10 years provided they continue to meet eligibility requirements.

NRAS tenants have the same rights given to all tenants under the relevant residential tenancy law in the State or Territory where the property is located.

Who is eligible to rent an NRAS property?

NRAS rental homes are available to low and moderate income Australians – people who may find it hard to pay market rental rates.

To be eligible to rent an NRAS property, potential tenants:

- will need to provide the tenancy manager with evidence of their gross income for the previous 12 months before the day they enter the dwelling, both with their initial application and every year afterwards; and
- must not exceed the income limits for their household type by more than 25 per cent over two consecutive eligibility years.

The total income of all tenants of an NRAS rental property is used to calculate the overall household income for that property.

How can I apply to rent an NRAS property?

The Australian Government **does not** select or manage NRAS tenants or maintain a waiting list for homes supported by NRAS. You can apply to rent an NRAS property through an NRAS approved participant or their tenancy manager in your State or Territory. The list is available on the [Department of Social Service website](#).

If you live in Queensland, Potential tenants need to register with the Queensland Government. To register, complete the [National Rental Affordability Scheme \(NRAS\) tenant application form](#) or contact 13 QGOV (13 74 68).

Who manages the NRAS tenancy?

NRAS tenancy managers are selected by the NRAS approved participant and may be a real estate agent, a housing organisation or other approved manager. An NRAS approved participant may also manage tenancies itself rather than engaging a third party to do so.

The NRAS tenancy manager is required to perform functions such as:

- assessing initial and on-going tenant eligibility through appropriate written evidence, such as payslips, employer contact details etc., and determining the gross household income for the 12 months prior to the day on which the household would become tenants;
- maintaining waiting lists for NRAS homes;
- determining the rents charged to tenants;
- providing appropriate property management and maintenance functions; and
- managing the on-going tenancy.

What are the income limits for NRAS tenants?

The gross income limits for eligible households to rent NRAS homes are specified in the NRAS Regulations. Note that because these levels are subject to indexation, current levels are different to the figures that were initially specified in the Regulations. Information on current, indexed thresholds is available below. For NRAS purposes, a household is considered to be all tenants of the dwelling. Therefore, the income of all residents will be included in the assessment of the gross income of the household.

The 2019-20 household income eligibility limits are:

Household composition	Household income limit (\$)	Existing tenant income limit (\$)
One adult	51,398	64,248
Two adults	71,061	88,827
Three adults	90,724	113,405
Four adults	110,387	137,984
Sole parent with one child	71,110	88,888
Sole parent with two children	88,160	110,200
Sole parent with three children	105,210	131,513
Couple with one child	88,111	110,139
Couple with two children	105,161	131,452
Couple with three children	122,211	152,764

After you have commenced tenancy in an NRAS dwelling, if your annual household income exceeds the applicable household income limit by 25 per cent or more in two consecutive eligibility years, you will cease to be an eligible tenant. This does not necessarily mean that you will be evicted; it just means that the approved participant will no longer be entitled to receive incentives under the Scheme in relation to your rental dwelling. You will still have rights under your lease and the residential tenancy laws of your State or Territory.

There is no asset test used to determine tenant eligibility, except in Queensland. For more information contact the Queensland Government on 13 QGOV (13 74 68).

In other States or Territories, where a tenant receives a one-off lump sum payment (for example, a lottery win or inheritance), only the income earned from investing the lump sum would be assessed as income, that is, income from interest or dividends.

Your continuing eligibility needs to be assessed each year by the approved participant. The approved participant will request evidence of your annual income; they may also request other information, including the number and ages of people living in the house. They require this information to satisfy the Australian Government that they continue to meet all conditions of allocation under the Scheme in relation to your rental dwelling.

What rights do I have as a tenant?

All NRAS approved participants must comply with the residential tenancy law and tenancy and property management regulations in the State or Territory in which the property is located.

As with any rental property, you should sign a rental agreement or lease, which will be subject to the laws of the State or Territory in which the property is located.

If you have any problems with your tenancy, you should first speak with your tenancy manager. If you are unable to resolve an issue:

- you are encouraged to contact the relevant State or Territory agency which is responsible for administering residential tenancy laws;
- you can also find tenant advisory services in your State or Territory.

Any eviction must also be in accordance with the applicable State or Territory residential tenancy laws and the terms of your lease.

Note: The Australian Government is not involved in placing tenants or any on-going tenancy management issues.

More information

For more information visit: www.dss.gov.au/nras