

Application for Residential Tenancy

(One application to be completed per person)

PART 1: RENTAL PROPERTY DETAILS

ITEM 1: AGENT DETAILS

AGENCY NAME:

OXICAN PTY LTD TRADING AS Q REALTY

ADDRESS: 1B, 528 COMPTON RD

PO BOX 2108

SUBURB: SUNNYBANK HILLS

STATE: QLD

POSTCODE: 4109

PHONE:

0420 988 751

MOBILE:

0438 280 446

FAX:

EMAIL:

RENT@QREALTY.COM.AU

ITEM 2: PROPERTY DETAILS

ADDRESS:

SUBURB:

STATE:

POSTCODE:

Rent: \$ _____ Rent period: _____ ← weekly / fortnightly / monthly Bond: \$ _____

Tenancy Term: _____ ☐ Fixed term agreement ☐ Periodic agreement

Starting on: _____ Ending on: _____

PART 2: APPLICANT DETAILS

ITEM 3: CONTACT DETAILS

FULL NAME:

DATE OF BIRTH:

Have you been known by any other name(s)? ☐ Yes ☐ No

If Yes, what other name(s) have you been known by? _____

WORK PHONE:

MOBILE:

HOME PHONE:

EMAIL:

Driver's Licence/passport number: _____ State: _____

Number of vehicles: _____ Registration number(s): _____

ITEM 4: DEPENDANTS

Do you have any dependants? ☐ Yes ☐ No

DEPENDANT FULL NAME(S):

RELATIONSHIP TO APPLICANT:

DEPENDANT DATE OF BIRTH:

ITEM 5: SMOKING

Are you or any of the dependants living with you a smoker? ☐ Yes ☐ No

ITEM 6: PETS

Do you intend to keep pets at the property? ☐ Yes ☐ No Number of pets: _____

Type of Pet/s: _____ Are your pets registered with a council? ☐ Yes ☐ No

If Yes, please state which council: _____

INITIALS (Note: initials not required if signed with Electronic Signature)

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ITEM 7: APPLICANTS ADDRESS HISTORY

CURRENT RESIDENTIAL ADDRESS: _____

SUBURB: _____ STATE: _____ POSTCODE: _____

PERIOD OF OCCUPANCY: _____ TYPE OF OCCUPANCY: ☐ Rent ☐ Owner ☐ Other: → _____

CURRENT AGENT/LESSOR (If renting): _____

AGENT/LESSOR PHONE: _____ FAX: _____ EMAIL: _____

CURRENT RENT \$ _____ Rent period: _____ ← weekly / fortnightly / monthly REASON FOR LEAVING: _____

PREVIOUS RESIDENTIAL ADDRESS: _____

SUBURB: _____ STATE: _____ POSTCODE: _____

PERIOD OF OCCUPANCY: _____ TYPE OF OCCUPANCY: ☐ Rent ☐ Owner ☐ Other: → _____

PREVIOUS AGENT/LESSOR: _____

AGENT/LESSOR PHONE: _____ FAX: _____ EMAIL: _____

PREVIOUS RENT: \$ _____ Rent period: _____ ← weekly / fortnightly / monthly REASON FOR LEAVING: _____

ITEM 8: EMPLOYMENT DETAILS

Are you employed? ☐ Yes ☐ No (if no, please provide details of previous employer, if any)

Employment status: ☐ Full time ☐ Part time ☐ Casual ☐ Contract ☐ Self employed

OCCUPATION: _____ NET INCOME (per week) \$ _____

DATE COMMENCED EMPLOYMENT (approx.) _____ DATE TERMINATED EMPLOYMENT (if any): _____

EMPLOYER/BUSINESS NAME: _____

ADDRESS: _____

SUBURB: _____ STATE: _____ POSTCODE: _____

PHONE: _____ FAX: _____ EMAIL: _____

IF SELF EMPLOYED, ACCOUNTANT'S NAME: _____ PHONE: _____

ITEM 9: CENTRELINK PAYMENTS

Are you receiving any regular Centrelink payments? ☐ Yes ☐ No

DESCRIPTION OF PAYMENT(S): _____

TOTAL INCOME (PER WEEK): \$ _____ DATE PAYMENTS COMMENCED: _____

ITEM 10: STUDENT DETAILS

Are you studying full time? ☐ Yes ☐ No

NAME OF EDUCATION INSTITUTION YOU ARE CURRENTLY ATTENDING: _____ STUDENT IDENTIFICATION NUMBER: _____

Are you an overseas student? ☐ Yes ☐ No If yes, Visa expiry date: _____

INITIALS (Note: initials not required if signed with Electronic Signature)

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ITEM 11: PERSONAL REFERENCES

Please do not list relatives, another applicant or partners and provide business hours contact numbers.

REFEREE 1:

RELATIONSHIP:

ADDRESS:

PHONE/MOBILE:

SUBURB:

STATE:

POSTCODE:

REFEREE 2:

RELATIONSHIP:

ADDRESS:

PHONE/MOBILE:

SUBURB:

STATE:

POSTCODE:

ITEM 12: PERSONAL REPRESENTATIVE

i.e. preferred person(s) to be contacted in the event of an emergency.

REPRESENTATIVE 1:

RELATIONSHIP:

ADDRESS:

PHONE/MOBILE:

SUBURB:

STATE:

POSTCODE:

REPRESENTATIVE 2:

RELATIONSHIP:

ADDRESS:

PHONE/MOBILE:

SUBURB:

STATE:

POSTCODE:

PART 3: SUPPORTING DOCUMENTS**ITEM 13: IDENTIFICATION**

You are required to meet a 100 point identification criterion upon submission of your application.
The Agent/Lessor may photocopy any item and retain as part of your application.

Please tick the identifying documents you have provided with your application.

IMPORTANT: At least one form of Photo Identification MUST be provided.

70 Points

☐ Passport

☐ Full birth certificate

☐ Citizenship certificate

40 Points

☐ Australian Driver's Licence

☐ Student Photo ID

☐ Department of Veterans Affairs card

☐ Centrelink card

☐ Proof of age card

☐ State/Federal Government Photo ID

25 Points

☐ Medicare card

☐ Council rates notice

☐ Motor vehicle registration

☐ Telephone bill

☐ Electricity bill

☐ Gas bill

☐ Tenancy History Ledger

☐ Bank statement

☐ Credit card statement

☐ Last FOUR rent receipts

☐ Rent bond receipt

☐ Previous tenancy agreement

ITEM 14: PROOF OF INCOME

You are also required to supply the Agent/Lessor with proof of your income upon submission of your application.

Employed: Last TWO pay slips.

Self employed: Bank statements, Group Certificate, Tax Return or Accountant's letter.

Not employed: Centrelink statement.

INITIALS (Note: initials not required if signed with Electronic Signature)

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PART 4: DECLARATION

PLEASE DECLARE THE FOLLOWING BY SELECTING EITHER TRUE or FALSE

I, the Applicant

- | | | | |
|----|--|-------------------------------|--------------------------------|
| 1. | Have never been evicted by an Agent/Lessor | <input type="checkbox"/> True | <input type="checkbox"/> False |
| 2. | Have no known reasons that would affect my ability to pay rent | <input type="checkbox"/> True | <input type="checkbox"/> False |
| 3. | Was refunded the rental bond for my last address in full (if applicable) | <input type="checkbox"/> True | <input type="checkbox"/> False |

If false, please advise what deductions were made from your bond?

- | | | | |
|----|---|-------------------------------|--------------------------------|
| 4. | Have no outstanding debt to another Agent/Lessor? | <input type="checkbox"/> True | <input type="checkbox"/> False |
|----|---|-------------------------------|--------------------------------|

If false, why are you in debt to your past Agent/Lessor?

PART 5: TENANCY DATABASES

The Agency may use the following tenancy databases to check the rental history of the Applicant/s:

PART 6: ACKNOWLEDGEMENT

PLEASE ACKNOWLEDGE THE FOLLOWING BY SELECTING EITHER YES or NO

I, the Applicant

- | | | | |
|-----|--|------------------------------|-----------------------------|
| 1. | 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. | <input type="checkbox"/> Yes | <input type="checkbox"/> No |
| 2. | Understand that you as the Agent/Lessor have collected this information for the purpose of determining whether I am a suitable tenant for the property - in particular to check my identification, my ability to care for the property, my character and my creditworthiness. | <input type="checkbox"/> Yes | <input type="checkbox"/> No |
| 2.1 | for such purposes, I authorise you to contact the persons named in this application, and to undertake such enquiries and searches (including tenancy databases searches) as you consider reasonably necessary. | <input type="checkbox"/> Yes | <input type="checkbox"/> No |
| 2.2 | in doing so, I understand that information provided by me may be disclosed to, and further information obtained from, referees named in this application and other relevant third parties. | <input type="checkbox"/> Yes | <input type="checkbox"/> No |
| 3. | Acknowledge and accept that if this application is denied, the Agent is not legally obliged to provide reasons as to why. | <input type="checkbox"/> Yes | <input type="checkbox"/> No |
| 4. | Consent and understand that should my tenancy be accepted and upon commencement of the tenancy agreement, there may be cause for the Agent/Lessor to pass my details onto others which may include (but is not limited to) insurance companies, body corporates, contractors, other real estate agents, salespeople and tenancy default databases. | <input type="checkbox"/> Yes | <input type="checkbox"/> No |
| 5. | Acknowledge that I have received and reviewed the General Tenancy Agreement (Form 18a), the Standard Terms and any special terms before completing this application. | <input type="checkbox"/> Yes | <input type="checkbox"/> No |
| 6. | Acknowledge that I have received or have available the Information Statement (Form 17a), body corporate by-laws (if applicable) before completing this application. | <input type="checkbox"/> Yes | <input type="checkbox"/> No |
| 7. | Acknowledge that I have signed the agency's Privacy Notice and Consent. | <input type="checkbox"/> Yes | <input type="checkbox"/> No |
| 8. | Acknowledge that the Lessor and Applicant (tenant) are bound by this agreement immediately upon communication of either the lessor or agent's acceptance of the application. | <input type="checkbox"/> Yes | <input type="checkbox"/> No |
| 9. | Consent to the use of email and facsimile in accordance with the provisions set out in Chapter 2 of the <i>Electronic Transactions (Queensland) Act 2001 (Qld)</i> and the <i>Electronic Transactions Act 1999 (Cth)</i> . | <input type="checkbox"/> Yes | <input type="checkbox"/> No |
| 10. | Declare that the above information is true & correct and that I have supplied it of my own free will. | <input type="checkbox"/> Yes | <input type="checkbox"/> No |

Name of Applicant: _____

Signature: _____ Date: _____

INITIALS (Note: initials not required if signed with Electronic Signature)

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NRAS – New Tenant Eligibility Form

Address: _____

Tenant Name: _____

Please answer all 7 questions and attach evidence for questions 3 & 4

- 1 There are ____ adult(s) and ____ child(ren) in our house (Fill in the blanks)
- 2 In the last 12 months, our combined household income was \$_____ (Fill in the blank)
(includes income plus Government benefits)

	Income. Answer for each person in the household:	Circle	Evidence required if you answer "Yes"	Tick
A	Has anyone received income from Centrelink in the last 12 months?	Yes / No	If "Yes", supply the most recent Centrelink Income Statement for <u>each</u> person who received Centrelink income (see over for how to download from myGov website)	<input type="checkbox"/>
B	Has anyone received income from Wages or Salary in the last 12 months?	Yes / No	If "Yes", supply the most recent Payslip from <u>each</u> employer AND Income Statement/s from each employer / Full <u>Tax</u> Return	<input type="checkbox"/>
C	Has anyone received income from Child Support or Maintenance in the last 12 months?	Yes / No	If "Yes", supply the most recent Child Support (CSA) Statement	<input type="checkbox"/>
D	Has anyone been self-employed in the last 12 months?	Yes / No	If "Yes", supply a letter from your accountant stating your net business income for the last 12 months	<input type="checkbox"/>
E	Has anyone received any other income (e.g. interest / dividends / regular insurance payments / foreign pension etc.) in last 12 months?	Yes / No	If "Yes", supply your most recent statement from <u>each</u> source of income	<input type="checkbox"/>

- 4 I have supplied a copy of the last 3-months bank statements for each bank account belonging to everyone in the house. ☐

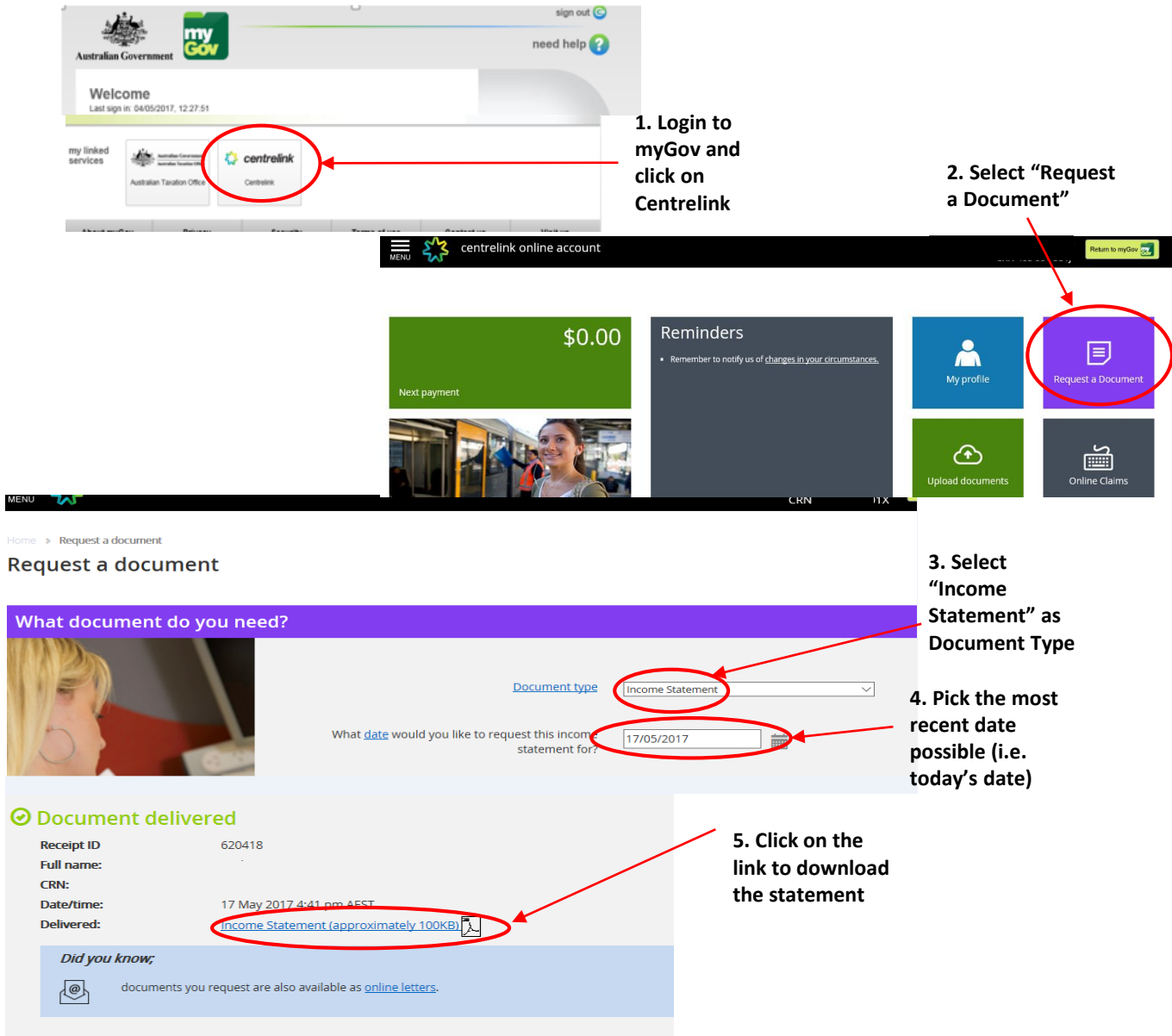
This section is for QLD Only – Assets and Citizenship status – circle true or false		Circle
5	No member of this household owns or part-owns any real estate (includes vacant land, residential or commercial property, mobile home or caravan permanently connected to utilities).	True / False
6	The money in our bank accounts, shares and investments does not exceed \$121,750.00 for a single person or \$155,375.00 for 2 or more household members.	True / False
7	Each person in the household is an Australian citizen, or has permanent residency or has Temporary Protection Visa XA/XC subclass 785.	True / False

* If you answer false to question 5, 6 or 7 – please provide details to your property manager.

Tenant 1 Signature: _____ Date: _____

Tenant 2 Signature: _____ Date: _____

How to download your Centrelink Income Statement from the my Gov website:



1. Login to myGov and click on Centrelink

2. Select "Request a Document"

3. Select "Income Statement" as Document Type

4. Pick the most recent date possible (i.e. today's date)

5. Click on the link to download the statement

Document type:

What date would you like to request this income statement for?

Document delivered

Receipt ID: 620418
Full name: [redacted]
CRN: [redacted]
Date/time: 17 May 2017 4:41 pm AEST
Delivered: [Income Statement \(approximately 100KB\)](#)

Did you know;
documents you request are also available as [online letters](#).

Common household income limits for new tenants for 2021-22 are:

Household composition	Initial tenant income limit (\$)
One adult	52,795
Two adults	72,993
Three adults	93,191
Four adults	113,389

Household composition	Initial tenant income limit (\$)
Sole parent with one child	73,044
Sole parent with two children	90,558
Sole parent with three children	108,072
Couple with one child	90,507
Couple with two children	108,021
Couple with three children	125,535

National Rental Affordability Scheme Declaration Form

This declaration form is to be signed by the prospective tenant and witnessed by the NRAS tenancy manager prior to commencing a lease under the National Rental Affordability Scheme (NRAS) in Queensland.

The NRAS tenancy manager is required to retain the original declaration form for audit purposes.

Important Information

- You must be eligible for NRAS at the time of your application **and** at the time of being offered housing by the NRAS tenancy manager. You will be required to provide proof of identity and income evidence confirming that you are still eligible for the scheme **prior** to being given a tenancy.
- You are required to retain documentation to verify your household asset position and residency status during the lease period (see table below of evidence you should keep to verify your household asset positions). You may be subject to an audit process which will assess your eligibility under the Queensland Government NRAS criteria.
- Accommodation made available through the National Rental Affordability Scheme is not social housing. The Department of Housing and Public Works has no involvement in the ownership of properties, selection of tenants or management of tenancies under NRAS and cannot take responsibility for tenancy outcomes.

Evidence of your household assets include:

- Centrelink/Department of Veterans' Affairs Income and Assets Statement
- Copies of banks, building society or credit union statements showing money in accounts
- Statements from financial institutions showing total sum of financial investments held in shares, bonds, debentures, friendly society bonds, property trusts and any other trusts or managed investments
- Evidence detailing overseas pensions
- Compensation payouts or lump sum payout documentation
- Written statement from superannuation company showing the total amount in super fund or investment, including annuities (for applicants who have reached preservation age).

Current household asset limits can be found at www.Housing and Public Works.qld.gov.au/housing

Personal information privacy notice

The Department of Housing and Public Works has collected personal information on your application form to provide you with housing assistance in connection with the National Rental Affordability Scheme. To assist you with your housing needs and services, relevant personal information related to your eligibility for the Scheme, will be disclosed to: tenancy managers of National Rental Affordability Scheme properties, partner agencies, service providers, agencies authorised by legislative provisions, and local governments and non-governmental agencies that will provide you with housing and/or support services. Limited personal information may be used for housing related research, policy or planning functions. Unless authorised or required by law, your personal information will not be passed on to any other third party without your consent. More information about the department's [privacy policy](#) is available on the department's website.

Declarations

I understand:

- that accommodation made through the National Rental Affordability Scheme is not social housing. The Department of Housing and Public Works has no involvement in the ownership of properties, allocations to tenants or management of tenancies under the scheme, and hence does not take responsibility for tenancy outcomes
- the instructions and Privacy Notice on this form
- that all or part of my personal information provided in my NRAS application has been given to non-government agencies to assist in referring my application to National Rental Affordability Scheme tenancy managers
- that this form will be used by the Department of Housing and Public Works to verify that my National Rental Affordability Scheme application was true and correct
- that I may become ineligible for National Rental Affordability Scheme assistance if changes occur to any of my, or members of my household's circumstances and/or incomes and/or assets detailed in my application
- that at the time of signing any residential tenancy agreement with an approved tenancy manager under the National Rental Affordability Scheme, I must produce proof of identity and income details that verify I am still eligible for the scheme
- that I will commit an offence and be liable to a penalty under the *Housing Act 2003* if I knowingly provide to the Department of Housing and Public Works false or misleading information that may influence decisions about eligibility for housing services and may make my application invalid.

I agree to be bound by the Privacy Notice and Declarations.

I declare to the best of my knowledge, the information I have provided on this form and in conjunction with my NRAS application is true and correct.

Name of applicant

NRAS Registration Number

Signed by the applicant

SIGN HERE

Date

Full name of witness

Position

Signature

WITNESS

Date



April 2021

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/property/tenancy manager so the Department of Social Services (the department) can verify 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 will reside in, the dwelling;
- sources and details of income earned (noting the approved participant will need to provide supporting evidence either at the time of completing the form or at a later date);
- the amount of rent that will be charged.

Tenant's consent to give information

For the purposes of NRAS, by completing and signing Part B of this form you agree to the collection, use and disclosure of your personal information contained in this form. You also agree to the collection, use and disclosure of any additional or supporting information collected by the property manager/approved participant throughout the period of your tenancy. In addition to signing this form, any additional or supporting information you provide to the property manager/approved participant may be forwarded to the department to support the information provided in the tenant consent form.

If you do not agree, this may affect your eligibility for NRAS.

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

When is the form required?

Before the tenancy starts (at point of entry)

Approved participants/property/tenancy managers are required to provide both **Part A** and **Part B** of this form to prospective tenants. Each prospective tenant must complete and sign **Part B** of this form prior to entering into any lease or rental agreement for an NRAS approved rental dwelling.

During the tenancy period

Part A and **Part B** of this form is required to be submitted by the anniversary of the initial start of the tenancy each year.

Part A – Dwelling and Lease Details (approved participant to complete)

Approved participants are required to notify the department any time there is a change to the lease or to the amount of rent charged. The department requires approved participants to provide the department with evidence of the change in rent (such as a rent variation letter or an updated signed lease. A supporting Tenant Demographic Assessment must be entered in the NRAS portal to capture any change).

Approved participants are required to provide the department with an updated Part A of this form, when there has been a change to the amount of rent charged or a new lease has been signed.

Part B – Tenant Consent Form (Tenant to complete)

Tenants are required to provide a consent form at the commencement of a new lease and then by the anniversary of the initial start of the tenancy each year to confirm the household income limits and to provide a review of income. If a new tenant joins the household a new tenant consent form must be completed.

Please note the date the new tenant joins the household does not restart the tenancy year for the household, the anniversary will continue to be the anniversary of when the original tenants became eligible tenants and a new Part B is to be completed on this date.

All adult tenants and independent minors (persons aged under 18 years and residing in the household but living independently, i.e. not financially dependent on an eligible tenant over the age of 18 years) are required to **sign** the Tenant Consent Form – signature page. Please ensure each tenant signs and completes the signature page (page 10).

It is your responsibility as a tenant to notify your approved participant/property/tenancy manager any time there is a change to the household income or household demographics (such as a new person (adult or child) joins the household). Tenants may provide the approved participant/property/tenancy manager with an updated Part B of this form at this time, however, will still be required to submit a signed tenant consent form before the next anniversary of the tenancy date. Changes to the household demographics may impact tenant eligibility under NRAS and must be verified at the time of the change to ensure continued eligibility.

Who fills out the form?

Part A of the tenant consent form must be completed by an approved participant, or an authorised agent of the approved participant like your property/tenancy manager. Applications completed by any other parties will not be considered by the department.

Part B of the tenant consent form must be completed by all adult tenants and independent minors of the household. All adult tenants and independent minors are required to **sign** the Tenant Consent Form – signature page. Please ensure each tenant signs and completes the signature page (page 10).

Why is information collected?

Information about you, and your household, is collected in this form and any additional or supporting information 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 may also be provided to state or territory governments for the same purpose.

Protection of information

The approved participant and the department, as the persons responsible for collecting the information in this form and any additional or supporting information, are required to observe the Australian Privacy Principles under the *Privacy Act 1988*.

This means 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. 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 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 composition. Your income is reviewed annually. The initial verification must be conducted by the approved participant/property/tenancy manager prior to you entering into a lease or rental agreement for the dwelling.

Please note 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 it complies 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 change 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 property/tenancy manager** is responsible for completing the following questions on the Tenant Demographic Assessment and Consent Form:

Part A

- Question 1* - Dwelling ID
- Question 2* - Lease details
- Question 3* - Gross household income
- Question 4* - Rent details
- Declaration* - Signed by Approved participant or property/tenancy manager

* denotes mandatory questions

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

Part B

- Question 5* - Age composition of household
- Question 6* - Household demographics
- Question 7 - Sources of income
- Question 8 - Sources of income evidence
- Question 9 - Studying or training
- Question 10 - Prior living arrangements
- Tenant consent form* - all tenants are required to sign the form

* denotes mandatory questions

Further information

Further queries about this form can be sent to nras@dss.gov.au

Tenant Demographic Assessment Form

PART A – Dwelling and Lease details

Approved Participant/Housing provider to complete Questions 1 to 4 and declaration

1. Dwelling ID* (* denotes mandatory question)

Dwelling ID number *	
----------------------	--

2. Lease details*

Start and end date of current lease*(for existing tenants only)	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. Gross household income* (as assessed by approved participant or property/tenancy manager).

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? *(go to 4a)	\$	

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? *	\$	

4. Rent details* (for new and existing tenants)

(a) What is the market value rent for the dwelling, including the NRAS market rent index (CPI) if applicable? *	\$
(b) What is the discounted rent amount to be charged?*	\$

Approved participant or property/tenancy manager declaration*

I (name of authorised officer)

--

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 1-4 of this form;
- the 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
- as the approved participant or housing provider, I will be required, from time to time, to disclose some or all of the tenant's personal information to the Australian Government, and may also be required to disclose some or all of that information to other government departments and researchers as directed by the Australian Government.

Officer signature

--

Date:

--

Part B – Tenant Consent Form

By completing this form you as the tenant are providing consent to the collection and use of any personal information contained in this form, and in any additional or supporting information and documentation provided to the approved participant during the course of the tenancy to determine your eligibility to lease a property under the Scheme. This consent covers use by the approved participant and the department to use your personal information for the purpose of the Scheme.

Tenant to complete Questions 5 to 10 and consent form

5. Age composition of household*

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

Age	Number of household residents (please indicate the number of tenants for each relevant age group for each relevant tenant)
0 – 4 years	
5 – 17 years	
18 – 54 years	
55 & over	

6. Household demographics*

Household demographics	Number of applicable tenants
Number of sole parents *	
Number of independent minors * (Independent minors are those persons aged under 18 years and residing in the household but living independently, i.e. not 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	

7. Sources of income

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

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

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

8. Sources of income evidence

What type of evidence have you provided to support your household income?

Please indicate what type of evidence you provided to the approved participant or property/tenancy manager to support the income declared as above.	
Payslip	<input type="checkbox"/>
Tax Assessment	<input type="checkbox"/>
Centrelink Statement	<input type="checkbox"/>
Bank Statement	<input type="checkbox"/>
Superannuation Statement	<input type="checkbox"/>
Other (please list) – e.g dividend statement, foreign income, net income from business	
Other -	<input type="checkbox"/>
Other -	<input type="checkbox"/>
Other -	<input type="checkbox"/>

9. Studying or training

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

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

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	
Homeless	
Supported accommodation	
Other	
Rented – Real Estate Agent	
Rented - State & Territory Housing Authority	
Living with family or friends	

Tenant consent form – Signature Page* (all adult tenants and independent minors of the household are required to sign this page, please reprint this page for each tenant and complete if there is insufficient space to include all tenants).

NRAS Dwelling ID:

(if known)

The personal information you are asked to provide in this form or as additional or supporting information during your period of tenancy, is collected by the approved participant/property/tenancy manager 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 however will not be disclosed to other agencies.

I (name of tenant/s)

Of (address)

In relation to my personal information contained in this form, and in the additional or supporting documentation provided during the course of my tenancy, 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 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 or any additional or supporting information as collected during the course of my tenancy.

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

Should I provide further personal information related to this form, or for the purposes of NRAS, I consent for my personal information to be handled in accordance with the above.

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.