Aboriginal Housing Office Rent Subsidy Application Form

**Instructions to complete this form:**

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| **PART** | **DESCRIPTION** | **WHO COMPLETES IT?** |
| A | **Tenancy details** – which includes the head tenant’s details, property information and the reason for completing the form.  | The main tenant or lessee (the person who signed the lease or rental agreement) has responsibility for making sure this part is completed.  |
| B | **Additional Household Members details** – This section **must** include every person who is currently residing in the property.  | The main tenant or lessee (the person who signed the lease or rental agreement) has responsibility for making sure this part is completed. **If new household members are being added additional information is required.** See Evidence requirements |
| C | **Asset Details/Child Support** – Not required if PART B is completed by relevant household members, unless they earn wages (i.e. they don’t have a Centrelink CRN) or have not declared child support to Centrelink. | Any household member getting income from an investment (e.g. shares in a company) or have income from a property investment (e.g. renting your house) or receives Child Support payments must complete this page. **Note**: *All tenants can complete the same page.* |
| **Appendix**  | **Income Confirmation Scheme – Consent Authority** – each income earner in the property can optionally provide their Centrelink CRN and personal details on this form. Anyone who completes this form does not need to provide a Centrelink Income Statement.  | Each household member earning an income from Centrelink can completed this form. |
|  | **Non-Centrelink Income -** Anyone who is receiving non-Centrelink income will need to provide proof of income. Acceptable proof of income includes: Payslips, letter from employer and for business operators a profit and lost statement. Casual earners should provide as least 4 payslips to assist the ACHP to work out an average earning. | Each household member who receives any other form of income apart from Centrelink |

Rent Subsidy Application Form

***The purpose of this form is to grant you a rental rebate on your rent. Please ensure you complete all sections of this form and provide proof of income for the head tenant, partner and for every person in the household 18 years old or older.***

***Failure to complete this form could result in you being charged market rent.***

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| **PART A: TENANT DETAILS**  |
| **First Name:** | **Surname:** |
| **Address:** |
| **Suburb:** | **Postcode:** |
| **Phone:** | **Email:**  |
| **Why are you completing this Form?**  |
| **□ New Tenant**  | **□ Subsidy Review** |  |
| **□ Change in Income**  | **□ Change in Household**  |  |
| **Details of Change** | **Date of Change** |
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| **PART B: HOUSEHOLD MEMBERS**  |
| **Full Name:** | **DOB** | **Relationship to head Tenant** | **Centrelink****Reference Number** | **Income Type****(e.g. Wages, Newstart,****Aged Pension, Child****Support etc)** | **Gross amount****of income per****week** |
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***You will need to provide proof of income for all household members over the age of 18. If you or anyone in your household is on Centrelink benefits complete an Income Confirmation Form.***

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| **PART C: Assets and Child Support** |
| **Does anyone in your household pay child support?****□ YES □ NO***If you ticked yes you will need to provide supporting evidence* |
| **Full Name:** | **Amount Paid:** | **Agency** | **Private** |
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| **Do you or anyone in your household own or part own ay property including residential, retail, commercial, industrial infrastructure, agricultural farming, real estate including decease estate/inheritance whether located in Australia or overseas?****□ YES □ NO***If you ticked yes you will need to provide supporting evidence*  |
| **Full Name:** | **Address of Property** | **Value** | **Type of Property** |
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| **Do you or anyone in your household have any investment or shares either in Australia or overseas?** **□ YES □ NO***If you ticked yes you will need to provide supporting evidence*  |
| **Full Name:** | **Income Type** | **Value** |
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| **Do you or anyone in your household have any savings or term deposits?** **□ YES □ NO***If you ticked yes you will need to provide supporting evidence*  |
| **Account Holder** | **Financial Institution Details** | **Value** |
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**Notice and Declarations**

Notice and Declarations under the *Housing Act 2001* a fine of up to $2,200 and/or three months imprisonment applies for making a false statement or representation. Anyone who wilfully makes any false statements that result in them obtaining accommodation or other financial benefit of any kind may be refused further assistance by social housing providers or prosecuted.

**Notice:** Your personal information provided on this form will be exchanged between social housing providers (public, community and Aboriginal housing) for the purpose of assessing your continuing eligibility for social housing and providing an appropriate service.

**Declaration**

* I understand the instructions given on this application form.
* To the best of my knowledge, the information provided in this application form is correct.
* I understand there are penalties for giving false or misleading information.
* I authorise the Dreamtime Housing and the Aboriginal Housing Office Property Manager Owner (PMO) to:
	+ Confirm information provided by me with any third party and or any such third party to provide Dreamtime Housing and the PMO any relevant documentation or information sought by Dreamtime Housing and the PMO when determining or supporting this application.
	+ Use my personal information in order to process this application.

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| **X** |
|  | Date | **DD / MM / YYYY** |

**Full Name (please print)**

**Signature**

**Phone Number**

**Declaration from Person Assisting You**

* I filled in this form based on the information the tenant gave me.
* I have read out the form and the answers to the tenant who seemed to understand them.
* I understand there are penalties for giving false or misleading information.

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| **X** |
|  | Date | **DD / MM / YYYY** |

**Full Name (please print)**

**Signature**

**Phone Number**

**Evidence Requirements for Rent Subsidy Application**

**Changes to household**

**Requesting permission to add a person to the household.**

* Complete the *Application for an additional occupant form* and
	+ Attach proof of identify such as Birth certificate, Medicare card, Marriage certificate, Driver’s license, passport.
	+ Residency status or citizenship details
	+ Proof of income

**Requesting permission to add a person to the household but does not have income**

* Complete the *Application for an additional occupant form* and
* Attach proof of identify such as Birth certificate, Medicare card, Marriage certificate, Driver’s license, passport.
* Provide documentation to verify how support is provided and one of the following:
	+ Sponsorship arrangement papers
	+ Passport and visa sub class details
	+ Letter from Centrelink outlining reasons
	+ Complete a Housing Statement detailing reasons

**Household member moves out**

The tenant **must** provide two forms of documentation to verify the new address for the former household member

**Note:** the document must show the name and address of the former household member

* Centrelink Income statement
* Tenancy agreement or lease in their name or a letter from the Real Estate agent or owner
* Utility account (gas, electricity or phone)
* Proof of electoral enrolment
* Driver’s license or ID card
* Insurance papers for a house, contents or vehicle
* Health insurance documents
* Bank/financial institution statement

If you are unable to provide any documentation, you must sign a Housing Statement detailing who has moved out, the date they left and the reason for not providing the required documentation.

**Household member is deceased**

The tenant must provide one of the following

* Death certificate
* Copy of the death or funeral notice
* Copy of the funeral account
* Written advise from either the Police, hospital, the treating doctor, aged care facility, NSW Trustee and Guardian or The Public Guardian’s Office.

**Income**

**Centrelink Information**

* If you or a household member has provided consent for the Income Confirmation Scheme, we will accept Centrelink’s advice about your benefit or allowance. You will need to sign the consent form included in this application.
* For any income in addition to the Centrelink benefit or allowances (e.g. wages, interest from savings, superannuation, income from a business), you **must** provide proof of that income.

**Income from Department of Veterans’ Affairs**

* Statement from Department of Veterans’ Affairs detailing all payment types and amounts

**Income from Employment**

* *Employment Income Details form* to be completed by the employer including the start date of employment and end date, if applicable.
* Where acceptable to Dreamtime Housing, more than one payslip showing year to date earnings and other details as required in the *Employment Income Details Form*.
* Employer statement or letter including the company/business name, employer’s representative name business address and ABN. Employment start date and end date, the pay period start and end date, payment details including all deductions, allowances, salary sacrifices or fringe benefits, and the number of days without pay (if applicable).

**Income from a business (self-employed, partnership, or other business)**

* Profit and Loss Statement prepared by an accountant within the last six months, or
* Taxation Return for the previous financial year.

**Note:** A taxation Notice of Assessment will **not** be accepted.

Each partner in a business who is also resident in the household must provide their individual documents relating to the business partnership.

**Child Support Payments**

* Provide documents for each person who makes or receives child support payments (maintenance or in-kind).
* Income Confirmation Scheme (ICS) Consent Authority or Centrelink Income Statement showing the child support payments.
* Letter from the Department of Human Services - Child Support Office (CSO) showing the amount and frequency of payments made. The assessment notice from CSO is not acceptable.
* Documents showing details of any private arrangements.

**Financial assets such as bank or credit union accounts, term deposit, or other financial assets (including interest from savings, cash, term deposits, dividends, annuities, managed investment funds, debentures, inheritance, capital gains)**

* For people with more than one bank account or financial asset, documents **must** be provided to show the value or amount of each type of financial asset.
* Bank statement or account record showing at least the last 4 weeks of transactions.
* Recent statement or letter from the investment organisation detailing the amount and type of income, annuity, managed funds, debentures, or shares held and dividend received.
* A letter or statement from the investment or originating source, showing the organisation, date and source of funds, and disbursement arrangements.

**Note:** Include any funds held in any bank, credit union, or other financial institution, including accounts which you operate as a trustee.

• Include any accounts and assets held outside Australia

**Property ownership such as land, residential, retail, commercial, industrial, infrastructure, agricultural farming, real estate including deceased estate/inheritance.**

* Provide the following for you or each household member who owns or part owns property in Australian and/or overseas, or who has an interest in a deceased estate
* Complete the *Details of Land or Property Ownership* form.
* Attach additional documents to demonstrate ownership details including a certified copy of Certificate of Title, a mortgage document, or other title document.
* Attach additional documents showing percentage of ownership, the value or recent valuation settlement details and any income received from the property such as rent.

**Superannuation or Self-managed superannuation fund**

* Current letter or statement from the superannuation fund including payment amount and the payment period start and end date.

**Overseas income and or pension**

Overseas income includes any money from savings, assets, investment and pensions

* Provide a Centrelink Income Confirmation Scheme (ICS).
* Current letter or statement from the overseas government translated, and detailing the amount and type of income received.

**Other income**

* Workers Compensation: letter or statement from Work Cover or insurance provider detailing the amount and frequency of any income, including any lump sum payment received.
* Trust and Trustee: letter or documentations relating to Trust and Trustee arrangements, including details of trust beneficiaries.
* Scholarships/study grants: letter from university or other organisation with details of scholarships, study grants, or prizes received.
* Lottery or other prizes: letter or statement from organisation.
* Other income: letter or statement from any other organisation or income provider detailing the amount, type, and frequency of any other income received.