



Rent Assessment

Tenant Details

Mr Mrs Miss Ms Other

Surname

First Name

Second Name

Date of Birth

D D M M Y Y Y Y

Address

Postcode

Phone 1

Phone 2

Centrelink Ref No.

Email

Rent Assessment

This will be used to calculate the amount of rent you will pay according to the income of the people living in your home at:

You must inform the Department of Housing and Works immediately of any change in the household income or when someone moves into or out of your house as this may affect the amount of rent you pay. A visitor who stays at the property for longer than eight consecutive weeks is regarded as a householder and will have their income assessed for rent from the ninth week.

Please Note:

All household members, 16 years or over, who receive an income must provide supporting documents to verify the amount and source of the income. Supporting documents must be attached to this form.

Proof of income may be provided in the following ways:

- Letter or statement from Department of Human Services (Centrelink) or Department of Veteran's Affairs showing the amount of pension/benefit received. If you sign on to the Income Confirmation Scheme, Centrelink can provide this information to us automatically
- Salary advice slips from the last 12 consecutive weeks for wage and salary earners
- Letter or bank statement verifying source and rate of payment as proof of an overseas pension
- A letter from your employer or a completed Employer Income Verification Statement
- A copy of your last financial year notice of assessment from the Australian Tax Office.

Office Use Only

Person Ref No.

Application/Tenancy Ref No.

File No.

Admin Unit No.

RMS Ref No.

The Housing Authority operates within the Department of Housing and Works

Date received stamp

Household Details

Complete the following details for each person living in your household. This includes all adults and children even if they do not receive an income.

⑩ Please attach proof of income documents for all household members.

Gross (before tax) incomes of all occupants must be included from any source including pensions, family allowance payments, maintenance, compensation, etc.

Head Tenant

—

Partner/Co-Tenants

Other Household Members

Other Household Members Other Household Members include dependents, non-dependents and carers)

| Relationship to Tenant | | | | | | | | | | | | | | | | | | | | | | |
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Are you or anyone else in your household employed part time or as a seasonal worker such as a taxi driver, fruit picker, deckhand or tour guide?

Yes No

① If YES attach details of the likely start date, end date and income.

Do you or other people in your household receive income from self employment or from other business related activities?

Yes No

① If YES attach statements.

Do you or other people in your household receive any other income or have other financial assets not described above?

Yes No

① If YES attach statements.

Are you or anyone else in your household an owner, part owner or in the process of purchasing any property including a house, unit, flat, vacant land or commercial property?

Yes No

If YES state address and provide ownership details below:

| | |
|-------------------|----|
| Value of property | \$ |
|-------------------|----|

| | |
|---------------------------|----|
| Amount owing on home loan | \$ |
|---------------------------|----|

| | |
|-----------------------------|----|
| Income received fortnightly | \$ |
|-----------------------------|----|

Declaration

I consent to the Department of Housing and Works communicating with me electronically and understand that I can withdraw my consent at any time.

I declare the information provided in this review is true and complete. I understand that if any person in my home or any income details have been left out, Housing and Works may cancel or adjust my rent subsidy and I may have to pay the full market rent.

I understand that I may have to back pay rent to Housing and Works if the subsidy is cancelled or adjusted.

I undertake to notify Housing and Works immediately if someone moves in/out, or if the household income changes by more than \$10 per week.

I understand that my payment arrangements may be automatically updated based on a subsidy being processed or cancelled. My rent may increase if my subsidy is cancelled.

I understand that my tenancy may be terminated for willfully giving false information.

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