

NRAS Application - Tenant check list

NRAS APPLICATION – CHECK BEFORE SUBMITTING YOUR APPLICATION

Applications cannot be processed without all the required information attached.

Forms to be filled out:

1	"NRAS Eligibility Check" & "NRAS Application Form" This is done online at nras.communities.qld.gov.au for each household.	
2	"Central Village Tenancy Application Form" One form for each applicant.	
3	"AMC Tenant Income/Asset application Form" One form for each applicant.	
4	"NRAS Tenant Consent Form" One form for each applicant.	
5	"NRAS Tenant Demographic Assessment" One form for each household.	
6	"NRAS Declaration" One form for each applicant.	

Supporting documentation required:

7	Copy of the letter from Dept. of communities with the NRAS approval number.	
8	Proof of income, last 12 months to date ie. The 12 months prior to today's date: For example if today's date is 1 st June, 2014, proof of your income for 01/06/2013 to 31/05/2014. Payslips, tax return, group certificates for each job, bank account interest, Centrelink Statement (if applicable). Income from dividends (if applicable). Income from business if self-employed (bank statements/letter from accountant).	
9	Proof of income, last Financial year (01/07/2013 to 30/06/2014) Payslips, tax return, group certificates for each job, bank account interest. Centrelink FY Statement (if applicable). Income from dividends (if applicable). Income/Tax Return from business if self-employed (bank statements/letter from accountant).	
10	Copy of one primary form of identification. Australian birth certificate. Current Australian passport. Naturalisation or citizenship papers. Immigration papers or other documents issued by the commonwealth Dept of Immigration and Citizenship. Various visas. Copy of one secondary form of identification. Drivers Licence with photograph. 18+card with photograph. Qld shooters licence with photograph. Bank, credit, debit, ATM card with Signature. Apprentice indenture papers. Other recognised photographic ID. Recent Bank Statement., Credit union, or building society, showing transactions. Tax notice of assessment. Medicare card. Student card with photograph.	
11	Copy of "Centrelink Income Statement" for the current period. (If applicable)	
12	Copy of Visa showing permanent residency. (If applicable)	



Tenancy Application Form

Please read prior to completing your application:

1. One application is to be completed per person over the age of 18 years.
2. A Tessa Residential staff member will contact you within 1 business day upon receipt of your application to advise status or result of application.
3. This application must be accompanied by copies of documents from those listed below for the 100 point identification check.
4. Tessa Residential is a strictly cashless office.

Applicants Checklist

Before I submit this application, I have:

- ☐ Attached certified photocopies of all documents to meet 100 points of ID & proof of income (see below)
- ☐ Inspected the property both internally and externally, satisfied with size of apartment and lift access
- ☐ Completed all details in full on the application form
- ☐ Read and signed all of the Tenancy declaration and privacy details
- ☐ Attached all NRAS documentation if applicable.

Applicant's name: _____

I'm interested in a ☐ 1 bedroom ☐ 2 bedroom ☐ I would also like a car space

Approved Supporting Documents

You are required to meet a 100 point identification criterion upon submission of your application. A Tessa Residential employee may photocopy any original items 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.

50 POINTS

- | | | |
|-----------------------------------|---|--|
| <input type="checkbox"/> Passport | <input type="checkbox"/> Full Birth Certificate | <input type="checkbox"/> Citizenship Certificate |
|-----------------------------------|---|--|

30 POINTS

- | | | |
|---|--|--|
| <input type="checkbox"/> Australian drivers licence | <input type="checkbox"/> Student photo ID | <input type="checkbox"/> Department of veterans affairs card |
| <input type="checkbox"/> Centrelink card | <input type="checkbox"/> Proof of age card | <input type="checkbox"/> State/Federal government photo ID |

25 POINTS

- | | | |
|--|---|---|
| <input type="checkbox"/> Medicare card | <input type="checkbox"/> Council rates notice | <input type="checkbox"/> Motor vehicle registration |
| <input type="checkbox"/> Telephone bill | <input type="checkbox"/> Electricity bill | <input type="checkbox"/> Gas bill |
| <input type="checkbox"/> Tenancy history ledger | <input type="checkbox"/> Bank statement | <input type="checkbox"/> Credit card statement |
| <input type="checkbox"/> Last FOUR rent receipts | <input type="checkbox"/> Rent bond receipt | <input type="checkbox"/> Previous tenancy agreement |

Proof of Income

You are also required to supply your proof of income upon submission of your application

Employed: Last TWO pay slips

Self Employed: Bank statements, Group Certificate, Tax Return or Accountants letter

Not Employed: Centrelink statement, Bank statement, letter of Guarantor

Item 1	Who did you inspect the property with	Name_____ on what date____/____/____
1.1	Applicants full name & Address	Name_____ Address_____
1.2	Have you ever been known by another name(s)?	If yes, please list _____ (provide evidence attached to application)
1.3	Applicants contact details	Home_____ Mobile_____ Business_____ Email_____
1.4	Personal details	Date of Birth____/____/____ Smoker / Non Smoker Drivers licence No._____ Expiry Date____/____/____ Passport No._____ Expiry Date____/____/____
Item 2	Current rental details	Current weekly rent \$_____per/week How long have you lived here?_____ Lease expiry____/____/____ Reason for leaving_____ Agent/lessor_____ phone_____ Email:_____
2.1	If you currently own a property, please provide details	Agent who manages/selling property_____ phone_____ email_____
2.2	Previous Rental Property	Address_____ Rent p/wk \$_____ Time at property_____ Agent/lessor_____ phone_____ Email_____
Item 3	Employment	Current Employer_____ Your position_____

		Please circle employment status - Full time / Part time / Casual / Contract Length of employment_____ Net weekly income \$_____ Name of contact _____ phone:_____ Email_____
3.1	If self Employed	Business Name_____ How long have you been self employed_____ Accountant_____ phone_____ Email_____ ABN_____ ACN_____
3.2	Centrelink Payments	How much are you receiving \$_____ p/fortnight Description of Payments_____ Date commenced____/____/____
3.3	Student details	Institution_____ Course_____ Duration_____ Remaining_____
Item 4	Residential status	Australian Citizen Yes / No Permanent resident Yes / No (If no to either – supply copy of passport & visa) Visa expires ____/____/____
4.1	Vehicle Information	Number of cars to be kept at premises_____ Car registration_____ Model_____ Car registration_____ Model_____
Item 5	Occupancy details	Total number of people to reside at property_____ Number & ages of children if applicable_____ Name of all people to reside at property_____ _____ _____
5.1	Pets	How many pets do you have?_____ Age of pets_____ Breed of pets_____ Registration #_____ Pets name_____
5.2	Emergency Contact	Name_____ Phone_____ Relationship to you_____
5.3	Personal References (name & number)	1)_____ 2)_____

Declaration

Please declare the following by selecting either TRUE or FALSE

I, the applicant;

- | | |
|--|--------------|
| ➤ have never been evicted by an agent/lessor | True / False |
| ➤ have no financial reasons that would affect my ability to pay rent | True / False |
| ➤ have no outstanding debt with any agent/lessor | True / False |
| ➤ have never been refused a property by another agent/lessor | True / False |
| ➤ have been refunded my rental bond for my last leased property | True / False |

Please acknowledge the following by selecting either yes or no

I, the applicant;

1. acknowledge that my personal contents insurance my responsibility and will not be covered by the lessor/agent. **YES / NO**
2. understand that the agent may collected this information for the purpose of determining suitability for tenancy of the property – in particular my identification, my ability to care for the property, my character and my creditworthiness. **YES / NO**
 - 2.1 for such purposes, I authorise you, the agent, to contact persons named in this application, and to undertake enquires and searches (including tenancy database searches) as consider reasonably necessary. **YES / NO**
 - 2.2 in doing so, I understand that information provided by me may be disclosed to, referees named in this application and/or other relevant parties and may obtain additional information. **YES / NO**
3. acknowledge and accept that if this application is denied, the agent is not legally obliged to provide reasons why. **YES / NO**
4. understand and agree that should my tenancy be accepted (upon commencement of my tenancy agreement), there may be cause for the agent to pass my details onto other parties which may include (but is not limited to) insurance companies, body corporates, contractors, other real estate agents, salespeople and tenancy default databases. **YES / NO**
5. acknowledge that rental applications once submitted will not be return to the client regardless of outcome, and that no original supporting documents will be attached (applications are shredded one month after received if declined). **YES / NO**
6. acknowledge that I have received and reviewed the General Tenancy agreement (Form 18a), the standard terms and any special conditions before completing this application. **YES / NO**
7. acknowledge that I have been made aware of the agency's privacy policy. **YES / NO**
8. declare that the above information is true and correct and supplied of my own free will. **YES / NO**
9. declare that I am not bankrupt or an undischarged bankrupt and the information provided by me is true and correct. **YES / NO**
10. acknowledge that Tessa Residential could received a rebate or commission for service referral. **YES / NO**

I have inspected the above premises and wish to apply for tenancy on the premises for a period of

_____ months, at a rental of \$ _____ per week commencing ____/____/____

Statement of costs to be paid upon approval of application

Rental bond (4 weeks rent) 4 x \$ _____ = \$ _____

Rent (2 weeks) 2 x \$ _____ = \$ _____

Total required = \$ _____

Applicants Full Name (Please Print)

Signature

____/____/____
Date



Tenant Application Form

Note: This form must be completed by each tenant wanting to reside in the property i.e. if 3 people are wanting to move in, then 3 forms must be completed. (Children not earning an income are excluded).

Applicant Details

Name:

Contact Number

Mobile:

Home:

Email

Rental Dwelling Address:

Date of Application:

Tenants

Number of Adults

Number of children under 18 yrs old

Proof of Identity

Please provide a copy of at least one item from both the primary and secondary list of items below as proof of identity of the following documents depending on your QLD residency status. Please tick ID provided.

Primary

- | | |
|---|---|
| <input type="checkbox"/> Full Australian birth certificate or extract of Australian birth certificate | <input type="checkbox"/> Immigration papers or other documents issued by the Commonwealth Department of Immigration and Citizenship (including various visas) |
| <input type="checkbox"/> Current Australian Passport | |
| <input type="checkbox"/> Naturalisation or Citizenship certificate | |

Secondary

- | | |
|--|--|
| <input type="checkbox"/> Driver's license with photograph | <input type="checkbox"/> Other recognized photographic ID (e.g. Security Identification, Cash Converters Card) |
| <input type="checkbox"/> 18 plus card with photograph | <input type="checkbox"/> Recent Bank Statement, Credit union or building society statement showing recent transactions |
| <input type="checkbox"/> Queensland shooters license with photograph | <input type="checkbox"/> Tax Notice of Assessment |
| <input type="checkbox"/> Bank, credit card or ATM Card with your signature | <input type="checkbox"/> Student card with photograph |
| <input type="checkbox"/> Apprenticeship indenture papers | |
| <input type="checkbox"/> Medicare card | |



Total Income

Federal Government requires proof of the last 12 months income, therefore it is possible to be granted Conditional NRAS Approval from the State Government based on your current income, however you may still be rejected as an NRAS Eligible Tenant if your previous 12 months income exceeds the Federal Government's Tenant Income Levels.

Please confirm your total income received (including tax) for any of the following categories of income payments **in the last 12 months from the date of this application**. Please provide proof of each income i.e. pay slips, Centrelink statements, PAYG Summary, Notice of Assessment (most recent), letter from employer stating **Gross** Total Income Earned and or Bank Statement to prove the income stated etc. Failure to provide adequate supporting documentation will result in delaying the process or rejection of your suitability for this property.

- You must confirm any gaps e.g. "had no income for the period 1/5/16 to 14/6/16".
- Anyone under the age of 18 that is earning income or receiving Centrelink needs to provide evidence
- Evidence to be provided if you received income from overseas in the last 12 months

Income for the last Financial Year	\$ Gross Amount
ATO Tax Notice	
Summary all Group Certificates, Centrelink and all other income	
Income Type for the last 12 Months	\$ Gross Amount
Wages/Salary for the last 12 months	
Business Income	
Bank Interest	
Dividends	
Newstart Allowance, Youth Allowance and/or Abstudy Payments	
Rent Assistance	
Partner Allowance	
Parenting Single Payment	
Family Tax Benefit A and/or Family Tax Benefit B	
Child Support/Maintenance	
Maternity Leave/Allowance	
Age Pension	
Senior Supplement	
Carer Payment	
Disability Support Pension	
Youth Disability Support Pension	
Pension Supplement Basic Amount	
Sickness Allowance	
Special Benefits	
Bereavement Allowance	
Wife Pension	
Widow B Pension	
Double Orphan Pension	
Assistance for Isolated Children Scheme	
Mobility Allowance	
Remote Area Allowance	
Reportable Fringe Benefits	
Reportable Superannuation Contributions	
Other sources of income:	

**Household Assets**

Total Assets must not exceed \$90,125 for a single person or \$112,000 for two or more household members (current as at 23/08/16).

I also confirm that my liquid assets (as listed below) do not exceed the Queensland Government requirements, nor own or part own any real estate in Australia or overseas as at the date of this application (the household's combined assets need to be disclosed and proof of value need to be provided e.g. copies of bank statements, shares etc).

Household Assets	\$ Amount
Overseas Pensions	
Compensation Payouts or lump sum payouts	
Shares	
Dividends	
Bonds	
Debentures	
Term Deposits	
Property Trusts	
Other Trusts or managed Investments inc. Friendly Society Bonds	
Caravan/Mobile Home/live-aboard boat	
Residential Real Estate	
Vacant Land	
Industrial and or Commercial Property	
Other	

You must provide supporting documentation/evidence for any items you have mentioned above.

Superannuation

If you have received any superannuation payments in the form of a lump sum or an allocated pension please provide details.

Superannuation Yes ☐ No ☐

Preservation age table	Date of Birth	Preservation Age
	Before 1 July 1960	55
	1 July 1960 – 30 June 1961	56
	1 July 1961 – 30 June 1962	57
	1 July 1962 – 30 June 1963	58
	1 July 1963 – 30 June 1964	59
	After 30 June 1964	60



When approvals are provided by AMC, it is under the assumption that the Applicants income or assets does not vary from the information provided as at the date of this application until the day prior to the commencement of the lease.

I confirm that the information provided is true and correct. I acknowledge that confirmation of my eligibility will remain current for 14 days from the date of approval from AMC. I will advise the property manager if my income level or assets listed in this application change prior to the commencement date of the lease. I understand that my application will be assessed again based on this information.

You are also required to complete a Tenant Demographic Assessment (one per household).

(Please tick)

- ☐ I have provided evidence of my income for the last 12 months
- ☐ One Tenant Demographic Assessment (TDA) has been completed for the household
- ☐ Each adult tenant has completed their own "Tenant Application Form"
- ☐ I confirm that the information provided is true and correct

.....

Tenant Signature

Date:

.....

Witness Signature

Date:



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 National Rental 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 substantially improves dwelling affordability for tenants.

Tenant Consent Information

You 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 information is collected?

The Australian Government, as represented by the Department, gives your housing provider funding to offer affordable rental accommodation to eligible tenants.

Information about you, and your household, is collected by your housing provider for the Department to ensure your eligibility to rent a property under the National Rental Affordability Scheme, and to assist the Australian Government to find out who is accessing its services.

The more the Department can learn about who your housing provider rents their accommodation to, will better assist the Australian Government to direct resources to areas of need and improve its services.

What information is collected?

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

- the length of your lease;
- the number of occupants in your dwelling;
- the ages of occupants;
- the composition of the household;
- sources and details of income earned; and
- occupation details.

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 housing provider to give you a copy of the information that they have provided to the Department.

Protection of information

Your housing provider 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 programme);
- 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 we are directed to do so.

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



Australian Government

Department of Social Services

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 <https://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 housing provider

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

Your housing provider 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 housing provider 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.



Dwelling Id:

Tenant Consent Form

Tenant Consent

The personal information you are asked to provide by your housing provider is collected to enable them to determine your eligibility to lease a property under the National Rental Affordability Scheme and to assist the Australian Government to find out more information as to who is accessing its services. Your 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 (address)

hereby give consent for my 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 National Rental Affordability Scheme.

Tenant's signature

This consent form will be retained by your tenancy manager, and may be sighted by the Australian Government, in order to verify your eligibility to lease a property under the National Rental Affordability Scheme.



Housing Provider

Compliance with Information Privacy Principle 2

I (name of
authorising officer)

Of (housing provider)

have explained to the tenant, and I believe the tenant to understand that:

- 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 National Rental Affordability Scheme; and
- as the housing provider I will be required, from time to time, to pass some or all of the tenant's personal information to the Australian Government, and may also be required to provide some or all of that information to other government departments and researchers as directed by the Australian Government.

Authorising Officer Signature



Australian Government
Department of Social Services

Lease
Rent
Age

1. Dwelling ID number		<div style="border: 1px solid black; height: 20px; width: 100%;"></div>										
2. Start and End Date of Current Lease		From <div style="border: 1px solid black; width: 150px; height: 25px; display: inline-block;"></div> To <div style="border: 1px solid black; width: 150px; height: 25px; display: inline-block;"></div>										
3. Vacancy/Unavailability period (optional)		From <div style="border: 1px solid black; width: 150px; height: 25px; display: inline-block;"></div> To <div style="border: 1px solid black; width: 150px; height: 25px; display: inline-block;"></div>										
4. New Leases dates		From <div style="border: 1px solid black; width: 150px; height: 25px; display: inline-block;"></div> To <div style="border: 1px solid black; width: 150px; height: 25px; display: inline-block;"></div> <div style="text-align: right; margin-top: 5px;">Or Ongoing <input style="width: 20px; height: 20px;" type="checkbox"/></div>										
5. What date do changes to this TDA start from? <div style="text-align: right; margin-right: 50px;">From <div style="border: 1px solid black; width: 150px; height: 25px; display: inline-block;"></div> To <div style="border: 1px solid black; width: 150px; height: 25px; display: inline-block;"></div></div> <div style="display: flex; justify-content: space-between;"><div>The most recent market value rent for the dwelling including the NRAS market rent index (CPI) if applicable</div><div>\$ <div style="border: 1px solid black; width: 150px; height: 25px; display: inline-block;"></div></div></div> <div style="display: flex; justify-content: space-between;"><div>The last rent charged for this dwelling was</div><div>\$ <div style="border: 1px solid black; width: 150px; height: 25px; display: inline-block;"></div></div></div> <div style="display: flex; justify-content: space-between;"><div>What is the current rent being charged?*</div><div>\$ <div style="border: 1px solid black; width: 150px; height: 25px; display: inline-block;"></div></div></div> <div style="display: flex; align-items: flex-start;"><div style="margin-right: 10px;">Method of Valuation</div><table border="1" style="border-collapse: collapse;"><tr><td style="width: 100px; height: 20px;"></td><td style="width: 200px; height: 20px;">Independent Valuation</td></tr><tr><td style="height: 20px;"></td><td style="height: 20px;">NRAS Index</td></tr></table></div>				Independent Valuation		NRAS Index						
	Independent Valuation											
	NRAS Index											
6. What are the ages of all tenants in your household? * (Please Circle As Many As Applies) <table style="width: 100%; border-collapse: collapse;"><thead><tr><th style="text-align: left; width: 20%;">Age</th><th style="text-align: center; width: 80%;"><--Number of household residents--></th></tr></thead><tbody><tr><td>a) 0- 4</td><td style="text-align: center;">1 2 3 4 5 6 7 8 9 10+</td></tr><tr><td>b) 5 - 17</td><td style="text-align: center;">1 2 3 4 5 6 7 8 9 10+</td></tr><tr><td>c) 18 – 54</td><td style="text-align: center;">1 2 3 4 5 6 7 8 9 10+</td></tr><tr><td>d) 55 & Over</td><td style="text-align: center;">1 2 3 4 5 6 7 8 9 10+</td></tr></tbody></table>			Age	<--Number of household residents-->	a) 0- 4	1 2 3 4 5 6 7 8 9 10+	b) 5 - 17	1 2 3 4 5 6 7 8 9 10+	c) 18 – 54	1 2 3 4 5 6 7 8 9 10+	d) 55 & Over	1 2 3 4 5 6 7 8 9 10+
Age	<--Number of household residents-->											
a) 0- 4	1 2 3 4 5 6 7 8 9 10+											
b) 5 - 17	1 2 3 4 5 6 7 8 9 10+											
c) 18 – 54	1 2 3 4 5 6 7 8 9 10+											
d) 55 & Over	1 2 3 4 5 6 7 8 9 10+											
7. What was the gross annual household income before tax for the 12 months prior to entry into this dwelling?*		<div style="border: 1px solid black; width: 150px; height: 25px; display: inline-block;"></div>										
Currently, what is the gross household annual income before tax?*		\$ <div style="border: 1px solid black; width: 150px; height: 25px; display: inline-block;"></div>										



Australian Government
Department of Social Services

Income

8. What is the main source of income for each tenant in the household (please circle)

<--Number of household residents-->

a) Wages/Salaries (Private Sector)	1	2	3	4	5	6	7	8	9	10+
b) Wages/Salaries (Public Sector)	1	2	3	4	5	6	7	8	9	10+
c) Wages/Salaries (Community Sector)	1	2	3	4	5	6	7	8	9	10+
d) Government Pensions and Allowances	1	2	3	4	5	6	7	8	9	10+
e) Self Employed	1	2	3	4	5	6	7	8	9	10+
f) Superannuation or annuity	1	2	3	4	5	6	7	8	9	10+
g) Other Sources	1	2	3	4	5	6	7	8	9	10+

9. How many tenants are currently studying or training?

<--Number of household residents-->

a) Apprentices or Traineeships	1	2	3	4	5	6	7	8	9	10+
b) Primary or Secondary Students	1	2	3	4	5	6	7	8	9	10+
c) Tertiary students (university or technical college)	1	2	3	4	5	6	7	8	9	10+

10. How many tenants receive
Commonwealth rental assistance?

<--Number of household residents-->
1 2 3 4 5 6 7 8 9 10+

11. What are the tenants main occupation? (please circle one only for each tenant).

a) Managers

<--Number of household residents-->

Chief Executives, General Managers & Legislators	1	2	3	4	5	6	7	8	9	10+
Farmers, Farm Managers	1	2	3	4	5	6	7	8	9	10+
Hospitality, Retail and Service Managers	1	2	3	4	5	6	7	8	9	10+
Specialist Managers	1	2	3	4	5	6	7	8	9	10+

b) Professionals

Arts and Media	1	2	3	4	5	6	7	8	9	10+
Business, Human Resources & Marketing Professionals	1	2	3	4	5	6	7	8	9	10+
Childcare Worker	1	2	3	4	5	6	7	8	9	10+
Design, Engineering, Science & Transport Professionals	1	2	3	4	5	6	7	8	9	10+
Education Professionals	1	2	3	4	5	6	7	8	9	10+
Health Professionals	1	2	3	4	5	6	7	8	9	10+
ICT Professionals	1	2	3	4	5	6	7	8	9	10+
Legal, social & Welfare Professionals	1	2	3	4	5	6	7	8	9	10+
Nurse	1	2	3	4	5	6	7	8	9	10+
Teacher	1	2	3	4	5	6	7	8	9	10+

Study / Work



c) Technicians and Trades Workers

Automotive and Engineering Trades Workers	1	2	3	4	5	6	7	8	9	10+
Construction Trades Workers	1	2	3	4	5	6	7	8	9	10+
Electrotechnology & Telecommunications Trades Workers	1	2	3	4	5	6	7	8	9	10+
Engineering, ICT & Science Technicians	1	2	3	4	5	6	7	8	9	10+
Food Trades Workers	1	2	3	4	5	6	7	8	9	10+
Other Technicians and Trades workers	1	2	3	4	5	6	7	8	9	10+
Skilled Animal & Horticultural Workers	1	2	3	4	5	6	7	8	9	10+

d) Community and Personal Service Workers

Carers & Aides	1	2	3	4	5	6	7	8	9	10+
Firefighter	1	2	3	4	5	6	7	8	9	10+
Health & Welfare Support Workers	1	2	3	4	5	6	7	8	9	10+
Hospitality Workers	1	2	3	4	5	6	7	8	9	10+
Paramedic	1	2	3	4	5	6	7	8	9	10+
Police Officer	1	2	3	4	5	6	7	8	9	10+
Protective Service Workers	1	2	3	4	5	6	7	8	9	10+
Sports & Personal Service Workers	1	2	3	4	5	6	7	8	9	10+

e) Clerical and Administrative Workers

Clerical & Office Support Workers	1	2	3	4	5	6	7	8	9	10+
General Clerical Workers	1	2	3	4	5	6	7	8	9	10+
Inquiry Clerks & Receptionists	1	2	3	4	5	6	7	8	9	10+
Numerical Clerks	1	2	3	4	5	6	7	8	9	10+
Office Managers & Program Administrators	1	2	3	4	5	6	7	8	9	10+
Other Clerical & Administrative Workers	1	2	3	4	5	6	7	8	9	10+
Personal Assistants & Secretaries	1	2	3	4	5	6	7	8	9	10+

f) Sales Workers

Sales Assistants & Salespersons	1	2	3	4	5	6	7	8	9	10+
Sales Representative & Agents	1	2	3	4	5	6	7	8	9	10+
Sales Support Workers	1	2	3	4	5	6	7	8	9	10+

g) Machinery Operators and Drivers

Machinery & Stationary Plant Operators	1	2	3	4	5	6	7	8	9	10+
Mobile Plant Operators	1	2	3	4	5	6	7	8	9	10+
Road and Rail Drivers	1	2	3	4	5	6	7	8	9	10+
Store persons	1	2	3	4	5	6	7	8	9	10+



Australian Government
Department of Social Services

h) Labourers

Cleaners & Laundry Workers	1	2	3	4	5	6	7	8	9	10+
Construction & Mining Labourers	1	2	3	4	5	6	7	8	9	10+
Factory Process Workers	1	2	3	4	5	6	7	8	9	10+
Farm, Forestry & Garden Workers	1	2	3	4	5	6	7	8	9	10+
Food Preparation Assistants	1	2	3	4	5	6	7	8	9	10+
Other Labourers	1	2	3	4	5	6	7	8	9	10+

i) Other

Other	1	2	3	4	5	6	7	8	9	10+
Retired	1	2	3	4	5	6	7	8	9	10+
Unemployed	1	2	3	4	5	6	7	8	9	10+

12. How many couples in the household? 0 1 2 3 4 5 6 7 8 9 10+

13. How many sole parents in the household? * 0 1 2 3 4 5 6 7 8 9 10+

14. How many independent minors in the household? * 0 1 2 3 4 5 6 7 8 9 10+

15. How many tenants in the household identify as being of Aboriginal and Torres Strait Island descent? 0 1 2 3 4 5 6 7 8 9 10+

16. How many tenants in the household identify as having a disability? 0 1 2 3 4 5 6 7 8 9 10+

17. Prior to this lease, what were the living arrangements of all household tenants? (please circle as many as applies)

<<--Number of household residents-->>

a) Home being purchased	1	2	3	4	5	6	7	8	9	10+
b) Home fully owned	1	2	3	4	5	6	7	8	9	10+
c) Homeless	1	2	3	4	5	6	7	8	9	10+
d) Living with Family or Friends	1	2	3	4	5	6	7	8	9	10+
e) Other	1	2	3	4	5	6	7	8	9	10+

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

Date

Full name of witness

Position

Signature

Date