

Rent Choice Subsidy and Change of Circumstances Form

This form is to be completed by a Rent Choice client to advise of a change of household circumstances within 28 days or when commencing a new subsidy. Please use BLOCK LETTERS and print in black or blue pen only. Please mark relevant boxes with an **X**. If you need more room to answer any section, please include details on a separate page and attach it to this form. Questions that we need evidence for are marked with **U**. See the *Evidence Requirements Information Sheet* for details.

| | | |
|---------------|-------------------------|--------------------------------|
| T File Number | Client reference number | Rent Choice Housing Option Ref |
| | | |

Start Safely
 Youth
 Veterans
 Transition
 Assist

Personal details of applicant

Your details

Title

Last name or family name

First and middle name(s)

Email

Mobile

Address of your rental property

Unit/House number

Street/Avenue

Town/Suburb Postcode

Support Agency Details

Support Agency Name

Support Worker Name

Section 1

1. Are you completing this form because your details have changed? Yes go to Question 1a No — I am commencing a tenancy.

1a. What has changed and when did this change start?

E.g. Change in employment, new household member, household member no longer residing with you or new landlord.

| Details of change | Date of change |
|-------------------|----------------|
| | DD / MM / YYYY |
| | DD / MM / YYYY |

1b. Has your landlord or real estate agent changed?

Yes - give details

No — Go to Question 2

Agency/landlord name

Address of agency/
landlord

Unit/House number

Street/Avenue

Town/Suburb

Postcode

Contact number

Email

Date of Change

Section 2

2. Please list all people in your household and provide income details (over the age of 16)



Attach proof of income

You are required to list each type of income you or your household members receive.

Refer to the *Evidence Requirements Information for a Rent Subsidy Application* located at the end of this form.

| Full name | Date of birth | Relationship to you | Centrelink Reference Number (if applicable) | Income type (e.g. Wages, Newstart, Age pension, Child Support etc) | Gross amount of income per week |
|-----------|----------------|---------------------|---|--|---------------------------------|
| | DD / MM / YYYY | | | | |
| | DD / MM / YYYY | | | | |
| | DD / MM / YYYY | | | | |
| | DD / MM / YYYY | | | | |
| | DD / MM / YYYY | | | | |
| | DD / MM / YYYY | | | | |

3. Are you or anyone in the household operating a business?

Yes give details

No — Go to Question 4



Attach proof

Refer to Item 4 on the *Evidence Requirements Information for a Rent Subsidy Application* located at the end of this form

Name of business

Australian Business Number (ABN)

Purpose of business

4. Do you or anyone in the household pay child support?

Yes give details of how much is paid each week

No — Go to Question 5



Refer to Item 5 on the *Evidence Requirements Information for a Rent Subsidy Application* located at the end of this form

Section 3

5. Do you or anyone in the household own or part own ANY property including a house, unit, land or commercial property, either in Australia or overseas? Yes give details No → Go to Question 6

 Complete the Land and Property Ownership Form Refer to Item 6 on the *Evidence Requirements Information for a Rent Subsidy Application* located at the end of this form

| Full name | Address of property | Type of property | Value of property | Weekly Income from property |
|-----------|---------------------|------------------|-------------------|-----------------------------|
| | | | \$ | \$ |
| | | | \$ | \$ |
| | | | \$ | \$ |

6. Do you or anyone in the household have any savings or term deposits? Yes give details No → go to Question 7

 List each type of asset you or a household member owns Refer to Item 7 on the *Evidence Requirements Information for a Rent Subsidy Application* located at the end of this form

| Account Holder | Financial Institution | BSB | Account Number | Value |
|----------------|-----------------------|-----|----------------|-------|
| | | | | \$ |
| | | | | \$ |

7. Do you or anyone in your household have financial investments or shares? Yes give details No → go to Question 8

 Attach Proof Refer to Item 7 on the *Evidence Requirements Information for a Rent Subsidy Application* located at the end of this form

| Full Name | Investment Type | Value |
|-----------|-----------------|-------|
| | | \$ |
| | | \$ |

Section 4

8. Do you or anyone in your household have any other income? Yes give details No

 Attach Proof Refer to Item 10 on the *Evidence Requirements Information for a Rent Subsidy Application* located at the end of this form

9. Details of any other changes not already covered in this form

Note: Use this section to provide further information about your situation or to provide any other details not covered in this form (for example, change in residency status/visa category, financial management changes, public or private guardian changes, etc.) Attach documents that support your answer. See the Evidence Requirements Information Sheet for details

Income Confirmation Scheme Consent Authority

If you or anyone on this application wish to participate in the Centrelink Income Confirmation Scheme please complete the consent form below.

This consent will be used for the sole purpose of authorising Centrelink to provide information to the Department of Family and Community Services (FACS) to assess your eligibility for concessions or services provided by FACS.

If you do not want Centrelink to provide your information electronically to FACS, you will need to obtain the information required from Centrelink yourself and provide it to FACS.

Please read and sign the consent and the declaration below:

- I authorise the Department of Family and Community Services (FACS) to use Centrelink Confirmation eServices to perform a Centrelink enquiry of my Centrelink Customer details and concession card status in order for FACS to determine if I qualify for a concession, rebate or service.
- I authorise the Australian Government Department of Human Services to provide the results of that enquiry to FACS.
- I understand that the Department of Human Services will use information I have provided to FACS to confirm my eligibility for concessions, rebates or services and will disclose to FACS my personal information including my name, address, concession card status, payment type, payment status, income, assets, one-off payments, deductions and shared care arrangements.
- I understand that this consent, once signed, remains valid while I am a customer of FACS unless I withdraw it by contacting FACS or the Department of Human Services.
- I understand that I can obtain proof of my circumstances/details from the Department of Human Services and provide it to FACS so that my eligibility for concessions, rebates or services can be determined.
- I understand that if I withdraw my consent or do not alternatively provide proof of my circumstances/details, I may not be eligible for the concessions, rebates or services provided by FACS.

| Family name | Given name(s) | Date of birth | Centrelink Customer Reference Number | Signature | Date |
|-------------|---------------|---------------|--------------------------------------|-----------|------------|
| | | DD/MM/YYYY | | | DD/MM/YYYY |
| | | DD/MM/YYYY | | | DD/MM/YYYY |
| | | DD/MM/YYYY | | | DD/MM/YYYY |
| | | DD/MM/YYYY | | | DD/MM/YYYY |
| | | DD/MM/YYYY | | | DD/MM/YYYY |

More information about Centrelink Confirmation eServices is available from Centrelink or on Centrelink’s website at www.humanservices.gov.au.

Interpreting Services

If you need help with interpreting or translation because English is not your first language, phone the *All Graduates Interpreting and Translating Service* on 1300 652 488. They will phone the social housing provider and interpret for you for free.

FACS Privacy Notice

This privacy notice applies to the Department of Family and Community Services (FACS) which includes the following entities: the Land and Housing Corporation and the Aboriginal Housing Office. FACS and its related entities comply with NSW privacy legislation when collecting and managing personal and health information. The information we collect from you or from an authorised third party will be held by FACS or the entity that collects it. It will be used to deliver services and to meet our legal responsibilities. We may also use your information within FACS as a whole to plan, coordinate and improve the way we provide services. FACS is also legally authorised to disclose information to outside bodies in certain circumstances.

Further information about your privacy rights can be found on the Department's website: www.facs.nsw.gov.au/site_information/privacy or by calling: 02 9377 6000.

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 and any relevant health 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. FACS may also collect information from your former social housing landlord or their agent (if you have one), including information about any debt.

Declaration

- I understand the instructions given on this application.
- To the best of my knowledge, the information provided in this application is correct.
- I understand there are penalties for giving false or misleading information.
- I understand that this information is used by all social housing providers (public, community and Aboriginal housing).
- I understand and agree that FACS may collect information from my former social housing landlord or their agent, including information about any debt.

Title

Last name or family name

First and middle name(s)

Signature

Date

Is there another person helping you to fill out this form?

Yes
that person should
read and sign the
declaration below

No

Declaration from the person assisting or completing this application on behalf of the client

- I have filled out this form using the information the client has given to me.
- I have read out the form and the answers (including the section headed Notice and Declarations) to the client who seemed to understand them.
- I understand there are penalties for giving false or misleading information.

Title

Last name or family name

First and middle name(s)

Signature

Date

Phone

Evidence Requirements Information Sheet for a Rent Choice Subsidy

You must provide evidence to support your application for a Rent Choice Subsidy.

Proof of income **must** be provided for the head tenant and partner and for every other person in the household 18 years or older.

Proof of income must be no more than 3 months old.

If receiving income from more than one source, evidence must be provided for each type of income.

Proof of income can include documents listed below. Your social housing provider may require further documentation or evidence to support the Rent Choice subsidy application. If you are unsure of what is required, please contact your Rent Choice worker.

Note: We cannot complete an assessment of your application until we have all of the evidence required.

1. **Centrelink Income**
- Centrelink Income Statement, or
 - 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 (provided on this form).
 - For any income in addition to the Centrelink benefit or allowance (e.g. wages, interest from savings, self employed), you must provide proof of that income.

2. **Income from Department of Veterans' Affairs**
- Statement from Department of Veterans' Affairs.

3. **Income from Employment**
- Employment Income Details form that has been completed by the employer and including the start date of employment.
 - Where acceptable to your social housing provider, more than one payslip showing year to date earnings and other details as required in the *FACS Employment Income Details Form*.
 - Employer statement or letter including the employer's name and address, employment start date and end date (if applicable), 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).

4. **Income from a business (self-employed, partnership, or other business)**
- Profit and Loss Statement prepared by an accountant in 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.

5. **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 (provided on this form).
 - Letter from the Department of Human Services - Child Support Office showing the amount and frequency of payments made.
 - Documents showing details of any private arrangements.

6. **Property ownership/land/rent/commercial property/deceased estate/inheritance**
- Provide the following for you or each household member who owns or part owns property in Australia 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, and any income received from the property.

7. **Bank Account, 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, evidence **must** be provided to show the value 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 account used exclusively for funding from the National Disability Insurance Scheme (NDIS)
 - Include any accounts and assets held outside Australia
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8. **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.
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9. **Overseas pension**
- As provided through the Centrelink Income Confirmation Scheme (ICS).
 - Current letter or statement from the overseas government translated, and detailing the amount and type of income received.
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10. **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.
 - Crowd funding: contact your Client Service Officer for further information.
 - Other income: letter or statement from any other organisation or income provider detailing the amount, type, and frequency of any other income received.