

Rent Subsidy Application

Please print in BLOCK LETTERS with a black or blue pen

Use this form to apply for a rent subsidy with the Department of Communities and Justice (DCJ Housing).
For information or assistance with this form, phone **1800 422 322**.

Providing proof of income

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

For further information, refer to the *Evidence Requirements Information sheet* located at the end of this form.

| | | |
|----------------------|-------------------------|--------------------------|
| T File number | Client reference number | Payment reference number |
| <input type="text"/> | <input type="text"/> | <input type="text"/> |

Your details

Title
Mr, Mrs, Ms, Miss, Mx

Last name or family name

Given name(s)

Your address

Unit/House number Street/Avenue

Town/Suburb Postcode

Home phone Mobile

Email


Is this an Aboriginal Housing Office property? Yes No

Household, Income and Assets details

1. Are you a new tenant? Yes go to Question 3 No go to next question

2. Does your tenancy have a change in income or household members? Yes go to Question 2a No go to Question 3

2a. List any people that are to be added to the household.

 Refer to item 1 on the *Evidence Requirements Information sheet* and attach proof of identity to this form.

Note: For any changes to the household you must speak to your CSO and complete the Application for an Additional Occupant form.

| Full name | Date moved/moving in |
|-----------|----------------------|
| | DD/MM/YYYY |
| | DD/MM/YYYY |
| | DD/MM/YYYY |
| | DD/MM/YYYY |

Household, Income and Assets details continued...

2b. List any household members that have moved out of the property.



Refer to item 1 on the *Evidence Requirements information sheet* and attach evidence to this form.

| Full name | Reason | Evidence Provided | Date Left |
|-----------|--------|-------------------|------------|
| | | | DD/MM/YYYY |
| | | | DD/MM/YYYY |
| | | | DD/MM/YYYY |
| | | | DD/MM/YYYY |
| | | | DD/MM/YYYY |

2c. List changes in income or financial assets for anyone in your household



Attach proof as per the *Evidence Requirements Information sheet*

| Full name | Type of Income OR Asset | Weekly income amount | Date of Change |
|-----------|-------------------------|----------------------|----------------|
| | | \$ | DD/MM/YYYY |
| | | \$ | DD/MM/YYYY |
| | | \$ | DD/MM/YYYY |
| | | \$ | DD/MM/YYYY |
| | | \$ | DD/MM/YYYY |
| | | \$ | DD/MM/YYYY |

3. List all people in the household



You are required to list each person in the household and all income received.

Attach proof of income to this form.

Refer to the *Evidence Requirements Information sheet*.

| Full name | Date of birth | Relationship to tenant | Centrelink Reference Number (if applicable) | Income type (such as Wages, Age pension, Child Support) | Weekly Income amount before tax |
|-----------|---------------|------------------------|---|---|---------------------------------|
| | DD/MM/YYYY | Tenant | | | \$ |
| | 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 | | | | \$ |

4. Are you or anyone in the household operating a business, including Sole trader, Partnership or Company?

Yes
give details

No → Go to Question 5

Attach documents as per item 5 on the *Evidence Requirements Information sheet*

Name of business

Australian Business Number (ABN)

Purpose of business

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

Yes
give details of how much is paid each week

No → Go to Question 6

Refer to Item 6 on the *Evidence Requirements Information sheet*

\$

5a. How is the child support paid?
(e.g. Child Support Agency)

6. Do you or anyone in the household own or part own ANY property including residential, retail, commercial, industrial, infrastructure, agricultural farming, real estate including deceased estate/ inheritance either located in Australia or Overseas?

Yes
give details

No → Go to Question 7

Note: you must discuss the ownership of the property with your CSO and Complete the Land and Property Ownership Form

Refer to Item 7 on the *Evidence Requirements Information sheet*.

| Full name | Address of property | Type of property | Date property acquired | Value of property | Weekly Income from property |
|-----------|---------------------|------------------|------------------------|-------------------|-----------------------------|
| | | | DD/MM/YYYY | \$ | \$ |
| | | | DD/MM/YYYY | \$ | \$ |
| | | | DD/MM/YYYY | \$ | \$ |

7. Do you or anyone in the household have any savings or term deposits in Australia or Overseas?

Yes
give details

No → go to Question 8

List each type of account/deposit you or a household member have.

Attach proof of saving.
Refer to Item 8 on the *Evidence Requirements Information sheet*

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

8. Do you or anyone in your household have financial investments or shares?

Yes
give details

No — go to Question 9

List each type of investment for your household member.

Attach Proof as per item 8 on the *Evidence Requirements Information sheet*.

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

9. Do you or anyone in your household have any other income?

Yes
give details

No

Attach Proof as per item 11 on the *Evidence Requirements Information sheet*.

| Full name | Income Type | Value |
|-----------|-------------|-------|
| | | \$ |
| | | \$ |
| | | \$ |

Income Confirmation Scheme Consent

Please read and sign the consent and the declaration below.

- I authorise DCJ Housing to use Centrelink Confirmation eServices to perform an enquiry of my Centrelink Customer details in order to determine if I qualify for a DCJ Housing service.
- I authorise Centrelink to provide the results of that enquiry to DCJ Housing.
- I understand that Centrelink will disclose my personal information including my name, address, payment type, payment status, income, assets, one-off payments, deductions and shared care arrangements to DCJ Housing who will use this information to confirm my eligibility for DCJ Housing services.
- I understand that this consent, once signed, remains valid while I am a customer of DCJ Housing unless I withdraw it by contacting DCJ or Centrelink.
- I understand that if I withdraw my consent or do not alternatively provide proof of my circumstances/details, I may not be eligible for services provided by DCJ Housing.

| Family name | Given name(s) | Date of birth | Centrelink 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 the Centrelink Confirmation eServices is available from Centrelink or on Centrelink's website at www.humanservices.gov.au

Important:

Please ensure that you advise DCJ Housing in writing within 28 days of any changes to the occupants of the household, or any changes to the income or assets of any person in the household.

This is required even if you have given Income Confirmation Scheme consent, or told Centrelink.

DCJ Privacy Notice

This privacy notice applies to the Department of Communities and Justice (DCJ) which includes the following entities: the Land and Housing Corporation and the Aboriginal Housing Office. DCJ 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 DCJ 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 DCJ as a whole to plan, coordinate and improve the way we provide services. DCJ 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.dcj.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 knowingly making a false statement or representation to obtain or claim a benefit from the NSW Land and Housing Corporation or failing to notify the NSW Land and Housing Corporation of any relevant changes of circumstances, within 28 days of the change occurring. FACS may refuse further assistance or prosecute anyone who wilfully makes any false statements as a result of which they obtain accommodation or other financial benefit of any kind.

Under the Crimes Act 1900, there are various provisions relating to fraud which carry penalties ranging from 5 to 10 years imprisonment.

DCJ may formulate a policy for the granting of subsidies or the waiver of rents. In accordance with such policies, DCJ may grant a subsidy or waive rent in its absolute discretion.

Declaration

- I authorise DCJ to confirm information provided by me with any third party and or any such third party to provide DCJ any relevant documentation or information sought by DCJ when determining or supporting this application.
- I understand the instructions given on this application form.
- To the best of my knowledge, the information provided in this form is correct.
- I understand there are penalties for giving false or misleading information.
- I understand that I must notify DCJ within 28 days of any change in the income, assets and/or people in my household.

| | |
|--------------------------|---|
| Title | <input type="text"/> |
| Mr, Mrs, Ms, Miss, Mx | |
| Last name or family name | <input type="text"/> |
| First and middle name(s) | <input type="text"/> |
| Signature | <input type="text"/> |
| Date | <input type="text" value="DD/MM/YYYY"/> |

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

| | | | |
|--------------------------|--|--------------------------|----|
| <input type="checkbox"/> | Yes | <input type="checkbox"/> | No |
| | that person should read and sign the declaration below | | |

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

- I have filled out this form on the basis of the information the tenant gave me.
- I have read out the form and the answers (including the section headed Notice and Declarations) to the tenant who seemed to understand them.
- I understand there are penalties for giving false or misleading information.

| | |
|--------------------------|---|
| Title | <input type="text"/> |
| Mr, Mrs, Ms, Miss, Mx | |
| Last name or family name | <input type="text"/> |
| First and middle name(s) | <input type="text"/> |
| Signature | <input type="text"/> |
| Date | <input type="text" value="DD/MM/YYYY"/> |
| Phone | <input type="text"/> |

Evidence Requirements Information Sheet for a Rent Subsidy Application

Under Section 58 of the Housing Act 2001, DCJ may require a client who is an applicant or a tenant in receipt of a rental subsidy to produce evidence of their income and any other additional occupant in their household.

Proof of income must be no more than three months old unless otherwise stated.

Proof of income documents must be original.

If receiving an Income from more than once source, evidence must be provided for each type of income over the same period of time.

Proof of income can include documents listed below. DCJ may require further documentation or evidence to support the rent subsidy application. If you are unsure what is required, please contact your Client Service Officer.

Note: We cannot complete an assessment of your rent subsidy application until we have all the required information and documentation.

1. Changes to household

1a. 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

1b. 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

1c. 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.

1d. 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.

2. Centrelink Income

- Centrelink Income Statement detailing all payment types and amounts, 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.
- 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.

3. **Income from Department of Veterans' Affairs**
- Statement from Department of Veterans' Affairs detailing all payment types and amounts.
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4. **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 DCJ, 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).
- Note:** If a person has recently started working, they may be eligible for a Start Work Bonus.
Contact your Client Service Officer for information.
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5. **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.
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6. **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.
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7. **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.
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8. **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
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9. **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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10. 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.
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11. 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. You will be required to demonstrate the amount, purpose and disbursement of the funds.
 - Other income: letter or statement from any other organisation or income provider detailing the amount, type, and frequency of any other income received.
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