

National Rental Affordability Scheme Tenancy Application Form

This application form is intended for use by people applying to rent a property under the National Rental Affordability Scheme.

The National Rental Affordability Scheme, an Australian Government initiative financially supported by the Queensland Government, has delivered over 33,000 properties across Australia which are available for tenants at affordable rents. Investors build new affordable housing and rents are set at least 20% below the market rent for the properties. Ultimately, the tenancy manager will select the applicants who will be housed through the scheme.

Applying to rent a property through this scheme

Before applying for rental accommodation through this scheme, you should first check that you meet the eligibility criteria as outlined in the National Rental Affordability Scheme – Information for prospective tenants in Queensland fact sheet. You will also need to identify the property location/s that you wish to apply for. Further information about available property locations can be found at National Rental Affordability Scheme Properties for Rent or by telephoning 13 QGOV (13 7468) between 8:30am-4:30pm Monday to Friday.

To apply for the scheme, please:

- read all the questions carefully and complete this application form in full,
- have your signature witnessed by a Justice of the Peace or Commissioner for Declaration,
- attach all evidence of your household's income (e.g. letter from your employer, Centrelink Income and Assets Statement, Department of Veterans' Affairs Income and Assets Statement, copy of Australian Taxation Office Notice of Assessment for self employed people),
- attach all evidence of your household's assets (e.g. Centrelink Income and Assets Statement, copies of bank, 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),
- attach evidence of your Australian citizenship or permanent residency or bridging visa,
- attach copies of proof of identity documents for the applicant/s (i.e. driver's licence, birth certificate, passport, 18+ Card, immigration papers or naturalisation or citizenship certificate), and
- send your completed application form and all attachments: by email to nras@chde.qld.gov.au (preferred Method) by mail to

Registration Officer National Rental Affordability Scheme Department of Communities, Housing and Digital Economy GPO Box 690 Brisbane QLD 4001

When your application has been received, the department will assess your eligibility for the scheme and write to you about the outcome of your application.

Important information

- You must be eligible for the National Rental Affordability Scheme at the time of this application and at the time of being offered housing by the tenancy manager. You will be required to provide income evidence confirming that you are still eligible for the scheme prior to being given a tenancy and upon annual review of your tenancy circumstances.
- Lodgement of an application for the National Rental Affordability Scheme is not a guarantee that you will be
 provided with housing. The individual tenancy managers of National Rental Affordability Scheme properties are
 responsible for selecting the applicants who will be housed through the scheme.

	eter for an interview or to discuss your application? Yes No
	eter for an interview or to discuss your application? Yes No
o you require a signing interpret	
	er for an interview or to discuss your application? Yes No
	ing decisions? o make decisions, or who makes decisions on your behalf in regard to personal, lifestyle, or financial rmally appointed guardian and/or an administrator or a family member, friend or advocate.
es No	
	attach one of these forms: an and/or Administrator Details', if you have a Guardian and/or Administrator formally appointed by dministrative Tribunal (QCAT), or
 PH005-2: 'Informal Decisi informal guardian and/or a 	on-maker Details', if you have a family member, friend or advocate acting in the capacity of an dministrator.
hat is your present address?	
	Postcode
	To stock to the st
elephone (include area code)	Private Business
	Mobile Note - the department may also send you information by SMS (text messages).
	Email
ease indicate the way you would e.g. telephone, letter, SMS, email. Not	I prefer the department contact you e - you can list more than one way)
ou must advise us of any change	to this address or your application may be cancelled.
se provide the name of a relative nable to contact you directly.	, friend or organisation with a different address to you, whom the department could contact if
erson/organisation	
ddress	
<u>'</u>	Postcode
	Posicode
	If yes, please complete and PH005-1: 'Formal Guardia the Queensland Civil and A PH005-2: 'Informal Decisi informal guardian and/or a PH005-2: 'Informal Decisi informal guardian and/or a PH005-2: 'Informal Decisi informal guardian and/or a PH005-2: 'Informal Decisi informal guardian and/or a PH005-2: 'Informal Decisi informal guardian and/or a PH005-2: 'Informal Decisi informal guardian and/or a PH005-2: 'Informal Decisi informal guardian and/or a PH005-2: 'Informal Decisi informal guardian and/or a

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Household member details

Please provide details of all the people to be housed. Please include all adults and children.

Household member	1	2	3	4	
Surname					
Title					
First names					
Date of birth					
Male / Female / Indeterminate/ Intersex / Unspecified					
Relationship to applicant	Applicant				
Centrelink's Customer Reference Number (CRN) or Department of Veterans' Affairs (DVA) Reference Number					
We are committed to improving housing outcomes for Indigenous people. The following information is collected for reporting and planning purposes. Please indicate if you are of: (Please tick ☑ all boxes that apply.)					
Aboriginal origin	Yes No Yes Yes No Yes Yes				
Torres Strait Islander origin	Yes No	Yes No	Yes No	Yes No	
Australian South Sea Islander origin	Yes No	Yes No	Yes No	Yes No No	
What is your residency status	o in Avetualia?				
What is your residency statu	s in Australia?				
Australian citizen	Yes No No	Yes No No	Yes No No	Yes No No	
Permanent resident	Yes No	Yes No No	Yes No	Yes No No	
Temporary protection visa	Yes No	Yes No	Yes No	Yes No No	
Bridging visa due to the expiry of your temporary protection visa	Yes No	Yes No	Yes No	Yes No	
Not a permanent resident	Yes No	Yes No	Yes No	Yes No No	

If there are more than four people in your household, please provide details for the additional household members below.

Household member	5	6	7	8	
Surname					
Title					
First names					
Date of birth					
Male / Female / Indeterminate/ Intersex / Unspecified					
Relationship to applicant					
Centrelink's Customer Reference Number (CRN) or Department of Veterans' Affairs (DVA) Reference Number					
We are committed to improve collected for reporting and purpose indicate if you are of:	lanning purposes.		ople. The following i	nformation is	
Aboriginal origin	Yes No	Yes No	Yes No	Yes No	
Torres Strait Islander origin	Yes No	Yes No	Yes No	Yes No	
Are you of Australian South Sea Islander origin	Yes No	Yes No	Yes No	Yes No	
What is your residency statu	s in Australia?				
Australian citizen	Yes No No	Yes No No	Yes No No	Yes No No	
Permanent resident	Yes No	Yes No	Yes No	Yes No	
Temporary protection visa	Yes No	Yes No	Yes No	Yes No	
Bridging visa due to the expiry of your temporary protection visa	Yes No	Yes No	Yes No	Yes No	
Not a permanent resident	Yes No	Yes No	Yes No	Yes No	



Household income and asset information

Please provide details of the income and asset information for **each** household member.

Household member	1	2	3	4
Surname				
First names				
Income \$	\$	\$	\$	\$
Income type (wages, pension, allowance, family payments)				
Other income (for example, maintenance, superannuation, etc.)				
Do you own or part own p	property either in Australi	a or overseas?		
Residential (including a house, flat, unit, townhouse)	Yes No	Yes No	Yes No	Yes No
Vacant land (including residential, commercial or industrial, etc.)	Yes No	Yes No	Yes No	Yes No
Live-aboard boat, caravan, mobile home or transportable home permanently connected to utilities	Yes No	Yes No	Yes No	Yes No
Industrial property	Yes No	Yes No	Yes No	Yes No
Commercial property	Yes No	Yes No	Yes No	Yes No
If you answered yes the name/s of the person/s value of the property.	o any of the above questio who owns the property and	ns, please attach all do d the address and detai	cumentation to the bac Is of the property owner	k page, and list below rship, including the

If there are more than four people in your household, please provide details for the additional household members below.

Household member	5	6	7	8
Surname				
First names				
Income \$	\$	\$	\$	\$
Income type (wages, pension, allowance, family payments)				
Other income (for example, maintenance, superannuation, etc.)				
Do you own or part own prope	erty either in Australia o	r overseas?		
Residential (including a house, flat, unit, townhouse)	Yes No	Yes No	Yes No	Yes No
Vacant land (including residential, commercial or industrial, etc.)	Yes No	Yes No	Yes No	Yes No
Live-aboard boat, caravan, mobile home or transportable home permanently connected to utilities	Yes No	Yes No	Yes No	Yes No
Industrial property	Yes No	Yes No	Yes No	Yes No
Commercial property	Yes No	Yes No	Yes No	Yes No
If you answered yes to an the name/s of the person/s who value of the property.				

Household income and asset information continued

Please provide details of the income and asset information for each household member.



Please attach evidence of your income and assets to the back of this application.

Household member	1	2	3	4	
•	oney in a bank, building society or credit union, including interest free accounts or any			accounts or any	
interest-bearing deposits or fixed deposits? If you answer yes to any questions, please attach all documentation to the back page.					
Balance of bank account (including bank, building	Yes No Yes No		Yes No	Yes No	
society, credit union and interest free accounts)	\$	\$	\$	\$	
Deposits (interest free	Yes No	Yes No	Yes No	Yes No	
bearing deposits, fixed)	\$	\$	\$	\$	
Do you have any bonds, deb investments? If you are	· · · · · · ·		society bonds and man all documentation to tl	_	
Bonds	Yes No	Yes No	Yes No	Yes No	
Bonds	\$	\$	\$	\$	
Debentures	Yes No	Yes No	Yes No	Yes No	
Debentures	\$	\$	\$	\$	
Shares	Yes No	Yes No	Yes No	Yes No	
	\$	\$	\$	\$	
Property Trusts	Yes No	Yes No	Yes No	Yes No	
	\$	\$	\$	\$	
Managed investments	Yes No	Yes No	Yes No	Yes No	
including friendly society bonds	\$	\$	\$	\$	
Have you received any super		·	·	pension?	
Superannuation (please	Yes No	Yes No	Yes No	Yes No	
only provide this if you have reached your preservation age)	\$	\$	\$	\$	
	Date of birth		Preservation age	I	
	Before 1 July 1960		55		
		1961	56		
Preservation age table.	1 July 1961 – 30 June		57		
	1 July 1962 – 30 June 1 July 1963 – 30 June		58 59		
	After 30 June 1964	1304	60		
			<u>'</u>		
Have you received a share of	f a property settlemen	nt or sale of a propert	ty?		
Sale of a property	Yes No	Yes No	Yes No	Yes No	
, , , , , , , , , , , , , , , , , , , ,	\$	\$	\$	\$	
Share from a property	Yes No	Yes No	Yes No No	Yes No	
settlement	\$	\$	\$	\$	

If there are more than four people in your household, please provide details for the additional household members below.

Please attach evidence of your income and assets to the back of this application.

Household member	5	6	7	8	
-	oney in a bank, building society or credit union, including		-	=	
interest-bearing deposits or fixed deposits? If you answer yes to any questions, please attach all documentation to the back page.					
Balance of bank account (including bank, building	Yes No	Yes No	Yes No	Yes No	
society, credit union and interest free accounts)	\$	\$	\$	\$	
Deposits (interest free	Yes No	Yes No	Yes No	Yes No No	
bearing deposits, fixed)	\$	\$	\$	\$	
Do you have any bonds, debe			-	ed investments?	
Bonds	Yes No S	Yes No	Yes No	Yes No S	
	Yes No	Yes No	Yes No	Yes No	
Debentures	\$	\$	\$	\$	
Shares	Yes No	Yes No	Yes No	Yes No	
	\$	\$	\$	\$	
Property Trusts	Yes No	Yes No	Yes No	Yes No	
Managed investments including friendly society	Yes No	Yes No	Yes No	Yes No	
bonds	\$	\$	\$	\$	
Have you received any super If you answer yes to ar	ny questions, please a	-	_	ension?	
Superannuation (please only provide this if you	Yes No	Yes No	Yes No	Yes No	
have reached your preservation age)	\$	\$	\$	\$	
	Date of birth		Preservation age		
	Before 1 July 1960		55		
Preservation age table.	1 July 1960 – 30 June		56		
	1 July 1961 – 30 June 1 July 1962 – 30 June		57 58		
	1 July 1963 – 30 June		59		
	After 30 June 1964		60		
Have you received a share of	a property settlemen	t or sale of a property	?		
Sale of a property	Yes No No	Yes No	Yes No	Yes No	
	\$	\$	\$	\$	
Share from a property settlement	Yes	Yes No	Yes No C	Yes No	
	\$	Ψ	\$	Ψ	

7	Are any of the household members on the application expecting a child? Yes No
	If yes, name of the person/s
	Expected date of delivery (due date)
8	How many bedrooms do you want to be listed for? Please tick the applicable box/es.
	1 2 3 4 5 6 7+
	Remember - in general, the more bedrooms a property has, the higher the rent will be.
9	Does anyone in the household need any of the following features to assist them in their daily living activities?
	Note - please tick all situations that apply to your household.
	Wheelchair access to the property and within the property
	Modified bathroom to assist with bathing, and so on
	Modified kitchen to assist with cooking
	Other - please provide details below
10	Which National Rental Affordability Scheme properties do you want to apply for?
	For details of National Rental Affordability Scheme properties that are available for rent, please refer to the www.realestate.com.au
	web site using the following URL https://m.realestate.com.au/rent/in-qld/list-1?keywords=nras&source=refinements or by telephoning 13 QGOV (13 7468) between 8:30am and 4:30pm Monday to Friday. Please nominate the suburb name for each National
	Rental Affordability Scheme property you wish to list for.
	Choice 1. Choice 4
	Choice 2. Choice 5.
	Choice 3. Choice 6.

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Declarations - you must complete and sign this application form in accordance with the requirements set out below.

I understand:

- that accommodation made available through the National Rental Affordability Scheme is not social housing. The Department of Communities, Housing and Digital Economy has no involvement in the ownership of properties, allocation of tenants or management of tenancies under the scheme and cannot take responsibility for tenancy outcomes,
- the instructions given on this form and note the Privacy Notice below,
- that this form will be used by the Department of Communities, Housing and Digital Economy to register my application for the National Rental Affordability Scheme, provided I am eligible for assistance under that scheme,
- that all or part of my personal information may be given to non-government agencies to assist in referring my application to National Rental Affordability Scheme tenancy managers,
- that I may become ineligible for assistance under the scheme if changes occur to any of my, or members of my household's circumstances and/or incomes and/or assets detailed in this application,
- that the Department of Communities, Housing and Digital Economy will refer my details to National Rental Affordability Scheme tenancy managers who will make the final decision on who is approved to rent their properties, and
- that at the time of signing any residential tenancy agreement with an approved tenancy manager under the National Rental Affordability Scheme, I must produce income and other details that verify I am still eligible for the scheme, and
- that I must produce income and other details that verify I am still eligible for the scheme.

I understand:

 that I have to offer at least one item from both the prim show a Queensland address, applicant's signature and d 	ary and secondary list of items below as proof of my identity (one must ate of birth):
Primary	Secondary
Full birth certificate or extract of birth certificate	Bank, credit card or ATM card with your signature
Passport	Apprenticeship indenture papers
Driver's licence with photograph	Other recognised photographic I.D.
	(e.g. security identification, Cash Converters Card)
18 plus card with photograph	Recent bank statements, bank book, credit union or building
	society statement showing recent transactions
Queensland shooter's licence with photograph Immigration papers or other documents issued by the Commonwealth Department of Immigration and Citizenship Naturalisation or citizenship certificate	Original Australian marriage certificate or divorce papers Life insurance policies Occupational registration documents Taxation Notice of Assessment Pensioner Health Benefit Card or Centrelink's Customer Reference Number (CRN) on the official document or correspondence
	Medicare Card
	Student Card with photograph

Personal Information Privacy Notice

The Department of Communities, Housing and Digital Economy is collecting personal information on this 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 may 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 our website at https://www.chde.qld.gov.au/about/information-privacy.

Declaration

To the best of my knowledge, the information provided on and in conjunction with this form is true and correct. I understand that I will commit an offence and be liable to a penalty under the *Housing Act 2003* if I knowingly provide to Department of Communities, Housing and Digital Economy false or misleading information that may influence decisions about my eligibility for housing services and may make my application invalid.

Name of applicant/s				
Signed by the applicant/s		С	Date	/ /
Full name of witness		Position		
Signature		С	ate	/ /

The witness must be either a Justice of the Peace/Commissioner for Declarations or a solicitor or an officer of the Department of Communities, Housing and Digital Economy or an executive officer of a registered community housing provider. The witness must also sight two of the identification items for each applicant.

Declaration for people completing this form on behalf of the applicant

This form has been filled out with the information the applicant/s supplied to me. I have drawn the applicant's attention to the contents of this form, including item 11, and I believe the applicant understands the contents.

Name	Signed	Date	/	1	- 1
Name	Signed	Date	/	1	

Attachments



Please attach documents here if requested in this application. For example:

- Proof of identity (one primary and one secondary form of evidence from the above list)
- PH005-1: 'Formal Guardian and/or Administrator Details' if required
- PH005-2: 'Informal Decision-maker Details' if required
- Evidence of applicants and household members' income and assets
- Evidence of applicant's Australian citizenship or permanent residency
- PH071 Authority to request or disclose personal information to external parties