

Prospective Tenant Application Process – Queensland

In order to complete a new **NRAS Application in Queensland** we require the following-

Blocksidge Tenancy Application

This can be accessed from our website or agent at the inspection or via 1Form. All pages of this document are to be completed and signed by all people over the age of 18 who will be residing in the property, including the Privacy Consent form.

NRAS Conditional Approval Certificate

This document contains the NRAS Reference Number. **Only one of the adult applicants needs to have NRAS approval.** Please provide a copy of this document.

NRAS Declaration

This must be completed by each adult (person over 18) who wishes to live in the property. It must be signed, witnessed and dated.

The National Rental Affordability Scheme Tenant Consent Form or TDA

ONE of these must be filled out for each property and must account for ALL the tenants within the property. Page 3 **must be** signed and dated by the applicant completing the form. Page 4 **must be** completed by the housing provider (the real estate agent or property manager).

On Page 5, applicants/tenants only need to complete Question 6.

AMC Tenant Income/Asset Application Form

This must be complete by each adult (person over 18) that wishes to live in the property. On the first page you will find a list of the acceptable forms of Identification. A clear and legible copy of these documents must be sent with the application. Please ensure this form is read carefully and completed in full. If a category is not relevant to the applicants' situation, a simple dash in the blank space will suffice. **Page 3 must be signed, dated and witnessed.**

As per our Tenant Income/Asset Application Form, we require proof of **all** income over the last 12 months. For example, if an application is submitted in **April 2016**, we require income information from **April 2015 to April 2016**. These documents may include

- ◆ Notice of Assessment from the Australian Tax Office
- ◆ PAYG Summary for the previous financial year (also known as group certificate)
- ◆ Most recent pay slip which contains a year-to-date gross figure
- ◆ If an applicant receives **Centrelink**, we also require a **Centrelink Income Statement** (this website explains how to request this document <http://www.humanservices.gov.au/customer/enablers/online-services/guides/request-a-document-centrelink-online>)

In order to prevent unnecessary delays, please ensure that all application documents have been completed before forwarding them to our office.

If you do not supply the above documents your application will not be eligible for consideration.

APPLICATION FOR RESIDENTIAL TENANCY

FOR PROPERTY: _____ **DATE:** _____

NAME/S: _____

I/We:

1. inspected the property on _____ & accept the property in its current condition;
2. apply to rent the property for a period of _____ months, commencing _____;
3. acknowledge that the weekly rental amount is \$_____ & the rental bond is \$_____
(normally = 4 weeks rent);
4. have read, accepted and signed the privacy notice & conditions for application
5. declare that all information provided is true and correct;
6. authorize Blocksidge & Ferguson Ltd to contact any referees supplied by me to verify details provided;
7. authorize Blocksidge & Ferguson Ltd to search any tenancy reference or default databases or any other relevant database;
8. authorize Blocksidge & Ferguson Ltd to photocopy the information supplied by me in relation to this application;
9. acknowledge that the premises are offered for residential use only – business or commercial operations will not be run from the premises;
10. agree to sign a Tenancy Agreement within 24 hours of acceptance of this application and be bound by its terms and conditions as well as paying at least one weeks rent to secure the property;
11. will pay via DEFT or Bank Cheque a minimum of 2 weeks rent & full bond prior to collecting keys to the premises; and
12. agree that once a Tenancy Agreement is entered in to, the Lessor and/or Agent may report any defaults that may occur during the tenancy to a Tenancy Reference/Default Database and any other relevant database. I/we can access this information, however the removal of such information is subject to the guidelines of the database service provider.

Applicant Name	Signature	Date
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Applicant Name	Signature	Date
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Applicant Name	Signature	Date
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Applicant Name	Signature	Date
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CONDITIONS OF APPLICATION FOR RESIDENTIAL TENANCY

- ❖ Each person who intends to reside at the premises must complete and sign both the privacy statement and application form;
- ❖ The submission of an application is an offer to rent the property, not an approval to do so;
- ❖ The application will only be considered if the information provided is complete, true and correct;
- ❖ We may require and of the following documentation to support your application:
Driver’s license, passport, 18+ card, student ID, Medicare card, citizenship/naturalization papers, Visas, vehicle registration papers, electricity/gas/phone bills, rates notices, recent rent receipts, written references and/or Government benefit statements;
- ❖ The applicant/s will be contacted by phone to notify of the Lessor’s acceptance of offer;
- ❖ The approved applicant/s must sign the tenancy agreement and bond lodgment forms on or before the start date of said Tenancy Agreement; and
- ❖ Handover of keys and access to the premises will occur the morning of the Tenancy Agreement start date once all monies are paid and documents signed.

BLOCKSIDGE & FERGUSON LTD PRIVACY STATEMENT

Blocksidge & Ferguson Ltd operates in accordance with the Privacy Act & the Residential Tenancy Acts. We use this form to collect information about you to assess your application for Residential Tenancy & may need to collect information about you from previous landlords and/or Agents, your current and/or previous employer, your nominated referees & any listings on National Tenancy Default Databases – namely TICA Default Tenancy Control Pty Ltd). Your consent to us collecting this information is described below:

PRIVACY STATEMENT: PRIVACY ACT 1988: COLLECTION OF INFORMATION

The personal information you provide in this application or collected from other sources is necessary for Blocksidge & Ferguson Ltd to verify your identity, to process & evaluate the application and to manage the tenancy. Personal information collected about you in this application & during the course of the tenancy if the application is successful, may be disclosed for the purpose for which it was collected to other parties, including the Lessor/s, referees, other Real Estate Agents, Body Corporate Managers, insurance companies, valuers, trades people, the RTA, courts or tribunals where necessary, & third party operators of Tenancy Default Databases. Information already held on Tenancy Default Databases may also be disclosed to Blocksidge & Ferguson Ltd &/or the Lessor. If you enter into a Residential Tenancy Agreement & you fail to comply with your obligations under the agreement, this fact & other relevant personal information collected about you during the course of the tenancy operators of Tenancy Default Databases and/or other Agents or Lessors. If requested information is not provided, Blocksidge & Ferguson Ltd may not process your application id this leaves us unable to assess risk or manage the tenancy. If you do not enter into a Residential Tenancy Agreement after completing this application, the application & any related information will be stored securely for 7 days & thereafter, unless otherwise requested by you, will be destroyed. If you would like to access to the personal information we hold during the tenancy, if approved, you can do so by contacting Blocksidge & Ferguson Ltd. The requested information will be provided as quickly as possible. You can correct information if it is inaccurate, incomplete or out-of-date.

Applicant Acknowledgement:

I acknowledge that I have read the above Conditions of Application for Residential Tenancy and the Privacy Statement written above and authorize Blocksidge & Ferguson Ltd to collect, process and disclose information about me as described above.

Applicant Name	Signature	Date
Applicant Name	Signature	Date
Applicant Name	Signature	Date
Applicant Name	Signature	Date

Application for Residential Tenancy

(One application to be completed per person)

PART 1: RENTAL PROPERTY DETAILS

ITEM 1: AGENT DETAILS

AGENCY NAME:

Blocksidge & Ferguson Limited

ADDRESS: PO Box 10266

Adelaide St

SUBURB: BRISBANE CITY

STATE: QLD

POSTCODE: 4000

PHONE:

07 3233 3988

MOBILE:

FAX:

07 3229 5636

EMAIL:

rpm@blocksidge.com.au

ITEM 2: PROPERTY DETAILS

ADDRESS:

SUBURB:

STATE:

POSTCODE:

Rent:

\$

Rent period:

← weekly / fortnightly / monthly

Bond: \$

Tenancy Term:

Fixed term agreement

Periodic agreement

Starting on:

Ending on:

PART 2: APPLICANT DETAILS

ITEM 3: CONTACT DETAILS

FULL NAME:

DATE OF BIRTH:

Have you been known by any other name(s)?

Yes

No

If Yes, what other name(s) have you been known by?

WORK PHONE:

MOBILE:

HOME PHONE:

EMAIL:

Driver's Licence/passport number:

State:

Number of vehicles:

Registration number(s):

ITEM 4: DEPENDANTS

Do you have any dependants?

Yes

No

DEPENDANT FULL NAME(S):

RELATIONSHIP TO APPLICANT:

DEPENDANT DATE OF BIRTH:

ITEM 5: SMOKING

Are you or any of the dependants living with you a smoker?

Yes

No

ITEM 6: PETS

Do you intend to keep pets at the property?

Yes

No

Number of pets:

Type of Pet/s:

Are your pets registered with a council?

Yes

No

If Yes, please state which council:

INITIALS

ITEM 7: APPLICANTS ADDRESS HISTORY

CURRENT RESIDENTIAL ADDRESS: _____

 SUBURB: _____ STATE: _____ POSTCODE: _____

PERIOD OF OCCUPANCY: _____ TYPE OF OCCUPANCY:
 Rent Owner Other: → _____

CURRENT AGENT/LESSOR (If renting): _____ AGENT/LESSOR PHONE: _____

CURRENT RENT \$ _____ Rent period: _____ ← weekly / fortnightly / monthly REASON FOR LEAVING: _____

PREVIOUS RESIDENTIAL ADDRESS: _____

 SUBURB: _____ STATE: _____ POSTCODE: _____

PERIOD OF OCCUPANCY: _____ TYPE OF OCCUPANCY:
 Rent Owner Other: → _____

PREVIOUS AGENT/LESSOR: _____ AGENT/LESSOR PHONE: _____

PREVIOUS RENT: \$ _____ Rent period: _____ ← weekly / fortnightly / monthly REASON FOR LEAVING: _____

ITEM 8: EMPLOYMENT DETAILS

Are you employed? Yes No (if no, please provide details of previous employer, if any)

Employment status: Full time Part time Casual Contract Self employed

OCCUPATION: _____ NET INCOME (per week) \$ _____

DATE COMMENCED EMPLOYMENT (approx.) _____ DATE TERMINATED EMPLOYMENT (if any): _____

EMPLOYER/BUSINESS NAME: _____ PHONE: _____

ADDRESS: _____

SUBURB: _____ STATE: _____ POSTCODE: _____

IF SELF EMPLOYED, ACCOUNTANT'S NAME: _____ PHONE: _____

ITEM 9: CENTRELINK PAYMENTS

Are you receiving any regular Centrelink payments? Yes No

DESCRIPTION OF PAYMENT(S): _____

TOTAL INCOME (PER WEEK): \$ _____ DATE PAYMENTS COMMENCED: _____

ITEM 10: STUDENT DETAILS

Are you studying full time? Yes No

NAME OF EDUCATION INSTITUTION YOU ARE CURRENTLY ATTENDING: _____ STUDENT IDENTIFICATION NUMBER: _____

Are you an overseas student? Yes No If yes, Visa expiry date: _____

INITIALS

ITEM 11: PERSONAL REFERENCES

Please do not list relatives, another applicant or partners and provide business hours contact numbers.

REFEREE 1:

RELATIONSHIP:

ADDRESS:

PHONE/MOBILE:

SUBURB:

STATE:

POSTCODE:

REFEREE 2:

RELATIONSHIP:

ADDRESS:

PHONE/MOBILE:

SUBURB:

STATE:

POSTCODE:

ITEM 12: PERSONAL REPRESENTATIVE

i.e. preferred person(s) to be contacted in the event of an emergency.

REPRESENTATIVE 1:

RELATIONSHIP:

ADDRESS:

PHONE/MOBILE:

SUBURB:

STATE:

POSTCODE:

REPRESENTATIVE 2:

RELATIONSHIP:

ADDRESS:

PHONE/MOBILE:

SUBURB:

STATE:

POSTCODE:

PART 3: SUPPORTING DOCUMENTS**ITEM 13: IDENTIFICATION**

You are required to meet a 100 point identification criterion upon submission of your application. The Agent/Lessor may photocopy any item 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.

70 Points

Passport

Full birth certificate

Citizenship certificate

40 Points

Australian Driver's Licence

Student Photo ID

Department of Veterans Affairs card

Centrelink card

Proof of age card

State/Federal Government Photo ID

25 Points

Medicare card

Council rates notice

Motor vehicle registration

Telephone bill

Electricity bill

Gas bill

Tenancy History Ledger

Bank statement

Credit card statement

Last FOUR rent receipts

Rent bond receipt

Previous tenancy agreement

ITEM 14: PROOF OF INCOME

You are also required to supply the Agent/Lessor with proof of your income upon submission of your application.

Employed: Last TWO pay slips.

Self employed: Bank statements, Group Certificate, Tax Return or Accountant's letter.

Not employed: Centrelink statement.

INITIALS

PART 4: DECLARATION

PLEASE DECLARE THE FOLLOWING BY SELECTING EITHER TRUE or FALSE

I, the Applicant

1. Have never been evicted by an Agent/Lessor True False
2. Have no known reasons that would affect my ability to pay rent True False
3. Was refunded the rental bond for my last address in full (if applicable) True False

If false, please advise what deductions were made from your bond?

4. Have no outstanding debt to another Agent/Lessor? True False

If false, why are you in debt to your past Agent/Lessor?

PART 5: ACKNOWLEDGEMENT

PLEASE ACKNOWLEDGE THE FOLLOWING BY SELECTING EITHER YES or NO

I, the Applicant

1. Acknowledge that my personal contents insurance is not covered under any Lessor insurance policy/s and understand that it is my responsibility to insure my own personal belongings. Yes No
2. Understand that you as the Agent/Lessor have collected this information for the purpose of determining whether I am a suitable tenant for the property - in particular to check my identification, my ability to care for the property, my character and my creditworthiness.
 - 2.1 for such purposes, I authorise you to contact the persons named in this application, and to undertake such enquiries and searches (including tenancy databases searches) as you consider reasonably necessary. Yes No
 - 2.2 in doing so, I understand that information provided by me may be disclosed to, and further information obtained from, referees named in this application and other relevant third parties. Yes No
3. Acknowledge and accept that if this application is denied, the Agent is not legally obliged to provide reasons as to why. Yes No
4. Consent and understand that should my tenancy be accepted and upon commencement of the tenancy agreement, there may be cause for the Agent/Lessor to pass my details onto others 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 I have received and reviewed the General Tenancy Agreement (Form 18a), the Standard Terms and any special terms before completing this application. Yes No
6. Acknowledge that I have received or have available the Information Statement (Form 17a), body corporate by-laws (if applicable) before completing this application. Yes No
7. Acknowledge that I have signed the agency's Privacy Notice and Consent. Yes No
8. Acknowledge that the Lessor and Applicant (tenant) are bound by this agreement immediately upon communication of either the lessor or agent's acceptance of the application. Yes No
9. Consent to the use of email and facsimile in accordance with the provisions set out in Chapter 2 of the *Electronic Transactions (Queensland) Act 2001 (Qld)* and the *Electronic Transactions Act 1999 (Cth)*. Yes No
10. Declare that the above information is true & correct and that I have supplied it of my own free will. Yes No

Name of Applicant: _____

Signature: _____ Date: _____

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



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 financial 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 improves dwelling affordability for tenants.

Tenant Consent Information

Approved participants 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 is information collected?

The Australian Government, as represented by the Department of Social Services (the Department), gives your approved participant a financial incentive to offer affordable rental accommodation to eligible tenants.

Information about you, and your household, is collected by your approved participant for the Department to confirm your eligibility to rent a property under the NRAS, and to inform the Australian Government as to who is accessing its services.

The Australian Government will use information provided by your approved participant to better direct resources to areas of need and improve its services.

What information is collected?

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

- the length of your lease;
- the number of residents in your dwelling;
- the ages of all residents;
- the composition of the household;
- sources and details of income earned (noting that the approved participant will need evidence to support your eligibility to be an NRAS tenant and income requirements); and

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

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 approved participant to give you a copy of the information that they have provided to the Department.

Protection of information

Your approved participant 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 program);
- 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 are directed to do so.

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 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 approved participant / housing provider

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

Your approved participant 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 approved participant 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.

Important information

The **approved participant or housing provider** is responsible for completing the following questions on the Tenant Consent Form:

- Question 1*
- Question 2*
- Question 3*

* denotes are mandatory questions

The **tenant** is responsible for completing the following questions on the Tenant Consent Form:

- Question 4*
- Question 5*
- Question 6
- Question 7
- Question 8
- Question 9
- Question 10

* denotes are mandatory questions

Further information

Further queries on the Tenant Consent and Tenant Demographic Assessment Form can be sent to nras@dss.gov.au .

Tenant Consent Form: dwelling and tenant details

NRAS Dwelling ID:

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

Tenant's signature

Date:

This consent form will be retained by your approved participant or housing provider, and may be sighted by the Australian Government, in order to verify your eligibility to lease a property under the Scheme.

Approved participant or housing provider

Compliance with Information Privacy Principle

I (name of officer)

Of (approved participant
or 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 Scheme; and
- as the approved participant or 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.

Officer signature

Date:

Tenant Demographic Assessment Form

Approved Participant/Housing provider to complete Questions 1, 2 and 3

1. Dwelling ID (* denotes mandatory question)

Dwelling ID number *	
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2. Lease details (* denotes mandatory question)

Start and end date of current lease *	From:	To:
New Lease dates *	From:	To:
Ongoing lease? (Circle as appropriate)	Yes	No
What dates do changes in the Tenant Demographic Assessment (TDA) start from? *	From:	To:

3. Rent details (* denotes mandatory question)

What is the market value rent for the dwelling, including the NRAS market rent index (CPI) if applicable? *	\$
What is the current rent charged? *	\$

****Tenant to complete Questions 4 to 10****

4. Age composition of household (* denotes mandatory question)

What are the ages of all residents in your household? *

Age	Number of household residents
0 – 4 years	
5 – 17 years	
18 – 54 years	
55 & over	

5. Household Demographics (* denotes mandatory question)

Household demographics	Number applicable
How many couples are in the Household? *	
How many sole parents are in the household? *	
How many independent minors are in the household? * (Independent minors are those aged under 18 years living independently and who are not financially dependent on an eligible tenant over the age of 18 years old)	
How many residents in the household identify as being of Aboriginal and Torres Strait Island descent?	
How many residents in the household identify as having a disability?	

6. Gross Household Income*

Are you a new tenant? (Circle as appropriate)	Yes	No

a. For new tenant:

Gross Household Income (before tax)	Amount
What was the annual gross household income for the 12 months prior to entry into this dwelling? *	\$

b. For existing tenant:

Gross Household Income (before tax)	Amount
What is the annual gross household income before tax for the last 12 months? *	\$

7. Income source[#]

What is the main source of income for each resident in the household?

Income source	Number of residents
Wages/Salaries (Private Sector)	
Wages/Salaries (Public Sector)	
Wages/Salaries (Community Sector)	
Self Employed	
Government Pensions and Allowances	
Superannuation or annuity	
Other Sources	

8. Studying or Training

How many residents of the household is currently studying or training?

Studying of training	Number of residents
Apprentices or Traineeships	
Primary or Secondary Students	
Tertiary students (university or technical college)	

9. Commonwealth Rental Assistance

How many residents in the dwelling receive Commonwealth rental assistance?	Number of residents

([#]It is not mandatory to identify the income source, but it is **mandatory** to provide the housing provider with **evidence of household income sources** in order to verify tenant eligibility into NRAS.)

10. Prior living arrangements

Prior to this lease, what were the living arrangements of all household residents?

Living arrangements	Number of residents
Home being purchased	
Home fully owned	
Renting	
Homeless	
Living with family or friends	
Other	



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 identify 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 Convertors 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 1/5/18 to 14/6/18".
- 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 \$116,375 for a single person or \$148,625 for two or more household members (current as at 27/7/18).

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

	Date of Birth	Preservation Age
Preservation age table	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:

