



AFFORDABLE RENTAL OFFICE

INCOME ASSESSMENT

OFFICE USE ONLY	
Date received: / /	
Received by:	
Tenancy No:	
Application Number:	
<input type="checkbox"/> New Application <input type="checkbox"/> Change of Circumstances	

The Affordable Rental Office operates a banded rent setting model that aligns the percentage of market rent charged to household income. In order to determine what rent band you are eligible for the Affordable Rental Office needs to assess your income.

Please complete this form, providing all information and proof of income requested.

Current Address:		Rental Payment Method: (e.g. Cash, Centrelink, Bank Deduction)
Rent Account Number: 	Telephone Contact Numbers (Home/work/mobile): (H)..... (M).....	Email address:

Income Information

Please list all forms of income you have, including all Centrelink payments (e.g. aged pension, Commonwealth Rent Assistance), wages, superannuation payments, interest from bank accounts and investments, foreign pensions, other). Please attach proof of income (see list below).

Resident 1:

Resident 2:

.....

.....

Type of Income (e.g. Wages - Pension - Super)	Gross Weekly Income (Before tax)
<small>EXAMPLE:</small> Aged pension	<small>EXAMPLE:</small> \$421.40
Total weekly income	\$

Type of Income (e.g. Wages - Pension - Super)	Gross Weekly Income (Before tax)
Total weekly income	\$

So that we can process your application please provide the following proof of income as applicable:

- Centrelink statement (Centrelink clients can authorise Housing ACT to obtain the information directly by completing an authority form)
- Employer's statement showing current gross and previous 26 weeks income
- Statement showing interest/dividends (e.g. bank, credit union, dividend statement)

Further information

If you are unsure how to answer any question or would like assistance, please contact the Affordable Rental Office on 6207 4577, or Housing ACT on 133 427.

Your application will be processed within 7 days of receipt.

Please return the completed form and supporting documentation to the Affordable Rental Office by post or in person at the following locations:

Postal Address	Belconnen (Shopfront)	Drop off box only	Drop off box only
Affordable Rental Office Locked Bag 3000 BELCONNEN ACT 2616	Gateway Services Centre Nature Conservation House Cnr Benjamin Way & Emu Bank BELCONNEN ACT 2617	City Health Centre 1 Moore Street Canberra City	Tuggeranong Canberra Connect Shop 17-21 Homeworld Shopping Centre Reed Street, Tuggeranong

Accessibility

The ACT Government is committed to making its information, services, events and venues, accessible to as many people as possible.

If you have difficulty reading a standard printed document and would like to receive this publication in an alternative format – such as large print or audio – please telephone (02) 6205 0619.

If English is not your first language and you require the translating and interpreting services – please telephone 131 450.

If you are deaf or hearing impaired and require the TTY typewriter service– please telephone (02) 6205 0888.

Declaration

The information you provide will be treated confidentially and used to assess your eligibility for the Affordable Rental Office rent band model, for statistical purposes and may be disclosed where required or authorised by or under law.

You will have access to any information you have provided to ensure that it is still accurate, and to allow you to correct it if necessary.

- I/We
- *Declare that the contents of this application are true and correct in every detail, and acknowledge that the provision of false information may lead to prosecution.*

Signature

Signature

.....

..... / /

.....

..... / /

INCOME CONFIRMATION AUTHORITY

I / We hereby authorise Centrelink to provide to Housing ACT a Centrelink Statement of Income in connection with my / our Application for Rental Rebate.

I / We understand that the Statement will contain:

- The type and amount of the pension or allowance payment Centrelink make to me / us.
- The number of dependent children used to assess any family payments.
- Details of anything being deducted from my / our payments, such as CSA payments, Centrepay deductions, Rent deductions.
- Details of any other income I / we have told Centrelink about, such as overseas pensions, child maintenance, returns on investment, wages/salary.

These details will be used by Housing ACT to assess my / our entitlement to a Rental Rebate.

I / We consent to Centrelink providing this Statement electronically via the Income Confirmation service. This consent is limited to providing information only in respect of this Application for Rental Rebate.

I / We understand that I / we will be able to obtain a written copy of the Statement at any time from either Housing ACT or Centrelink.

Applicant 1

Full Name
Centrelink CRN
Signature
Date / /

Applicant 2

Full Name
Centrelink CRN
Signature
Date / /

Applicant 3

Full Name
Centrelink CRN
Signature
Date / /

Applicant 4

Full Name
Centrelink CRN
Signature
Date / /

Statement by Employer of Employee Income

This confirms that Mr / Mrs / Ms

.....

of

.....

has been employed by for weeks in the past 26 weeks.

During those weeks his/her gross earnings were \$.....

His/Her present gross weekly wage consists of:

- Base Wage \$.....
- Overtime \$.....
- Allowances/Commission \$.....
- Total** \$.....

He/She commenced with the company on / /

Statement provided by

Name of person completing this form and to whom Housing ACT may direct enquiries regarding its content		
Signature / /	Position held (e.g. Manager, Treasurer)	Telephone contact No.

I D.O.B. / /
 (Client's Full Name)

Address

give permission to Housing ACT for the release and exchange of information in connection with my Affordable Rental Office income assessment with the Company/Firm or person nominated above.

..... Date..... / /
 Signature

