

National Rental Affordability Scheme Prospective Tenant Application Form

How to register for the National Rental Affordability Scheme (NRAS)

This Prospective Tenant Application Form should only be used for clients who do not have access to the internet. If you do have access to the internet please go to www.hpw.qld.gov.au and follow the links to Housing Services and the National Rental Affordability Scheme online application form.

Before registering 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. For a copy of the fact sheet please contact the Department of Housing and Public Works Call Centre on 1300 880 882 between 6am and 6pm, Monday to Friday.

Please note: Approved social housing applicants interested in the National Rental Affordability Scheme properties are not required to complete this application form and should refer to the fact sheet or further information.

If you are not an Australian citizen, you are required to provide evidence of your Australian residency status with this application form. To be considered eligible to register for an NRAS property, you must be a resident with a permanent status or have a Temporary Protection visa XA subclass 785 or Temporary Protection visa XC subclass 785.

If you are on any other temporary or bridging visa, you are not eligible to register for an NRAS property at this time.

New Zealand citizens who arrived in Australia prior to **27 February 2001** automatically qualify for permanent residency under Social Security law.

New Zealand citizens who arrived in Australia on or after **27 February 2001** no longer automatically qualify for permanent residency under Social Security law. This means they must apply for and be granted permanent residency before being eligible to register for an NRAS property.

If you are not currently a Queensland resident, you are also required to provide a written explanation of your urgent need to move to Queensland (including evidence where applicable) and provide this documentation with this application from.

Cases that demonstrate your urgent need to move to Queensland may include but are not limited to:

- a person who requires support from a family member;
- a person who must provide support for a family member;
- an employee who is transferred by his/her employer to Queensland;
- a person who is an employee or owner of a business and relocates to Queensland;
- an Aboriginal or Torres Strait Islander person whose homeland is Queensland; or
- a person who is enrolled to undertake study.

Send your completed application form and all attachments:

by email to nras@hpw.qld.gov.au

by fax to 1300 576 636

by mail to

Registration Officer, National Rental Affordability Scheme
Department of Housing and Public Works
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.

NRAS Application Number (Business Use Only):

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Household member details

Please provide details of all the people to be housed. Please include all adults and children. If there are more than four people in your household, please provide details for the additional household members as an attachment.

Household member	1	2	3	4
Surname				
Title				
First names				
Date of birth				
Male/female				
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 <input type="checkbox"/> No <input type="checkbox"/>	Yes <input type="checkbox"/> No <input type="checkbox"/>	Yes <input type="checkbox"/> No <input type="checkbox"/>	Yes <input type="checkbox"/> No <input type="checkbox"/>
Torres Strait Islander origin	Yes <input type="checkbox"/> No <input type="checkbox"/>	Yes <input type="checkbox"/> No <input type="checkbox"/>	Yes <input type="checkbox"/> No <input type="checkbox"/>	Yes <input type="checkbox"/> No <input type="checkbox"/>
Australian South Sea Islander origin?	Yes <input type="checkbox"/> No <input type="checkbox"/>	Yes <input type="checkbox"/> No <input type="checkbox"/>	Yes <input type="checkbox"/> No <input type="checkbox"/>	Yes <input type="checkbox"/> No <input type="checkbox"/>

What is your residency status in Australia?

Australian citizen	Yes <input type="checkbox"/> No <input type="checkbox"/>	Yes <input type="checkbox"/> No <input type="checkbox"/>	Yes <input type="checkbox"/> No <input type="checkbox"/>	Yes <input type="checkbox"/> No <input type="checkbox"/>
Permanent resident	Yes <input type="checkbox"/> No <input type="checkbox"/>	Yes <input type="checkbox"/> No <input type="checkbox"/>	Yes <input type="checkbox"/> No <input type="checkbox"/>	Yes <input type="checkbox"/> No <input type="checkbox"/>
Temporary protection visa	Yes <input type="checkbox"/> No <input type="checkbox"/>	Yes <input type="checkbox"/> No <input type="checkbox"/>	Yes <input type="checkbox"/> No <input type="checkbox"/>	Yes <input type="checkbox"/> No <input type="checkbox"/>
Bridging visa due to the expiry of your temporary protection visa	Yes <input type="checkbox"/> No <input type="checkbox"/>	Yes <input type="checkbox"/> No <input type="checkbox"/>	Yes <input type="checkbox"/> No <input type="checkbox"/>	Yes <input type="checkbox"/> No <input type="checkbox"/>
Not a permanent resident	Yes <input type="checkbox"/> No <input type="checkbox"/>	Yes <input type="checkbox"/> No <input type="checkbox"/>	Yes <input type="checkbox"/> No <input type="checkbox"/>	Yes <input type="checkbox"/> No <input type="checkbox"/>

2 What is your present address?

 Postcode

Telephone (include area code) Home Business

Mobile

Email

Please indicate the way you would prefer the department contact you (e.g. telephone, letter, SMS, email. Note - you can list more than one way)

3 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				
Gross Yearly Income	\$	\$	\$	\$
Income type (wages, pension, allowance, family payments)				
Other income (for example, maintenance, superannuation, etc.)				

Do you or any household members own or part own property either in Australia or overseas?
 This includes residential (house, flat, unit or townhouse), vacant land (residential, industrial or commercial), industrial property, commercial property or Live-aboard boat, caravan, mobile home or transportable home permanently connected to utilities.

Yes No

If you answered yes to the above question, please attach all documentation to the back page, and list below the name/s of the person/s who owns the property and the address and details of the property ownership, including the value of the property.

Household income and asset information continued

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

Household member	1	2	3	4
Do you have any cash or money in a bank, building society or credit union, including interest free accounts or any interest bearing deposits or fixed deposits?				
Balance of bank account (including bank, building society, credit union and interest free accounts)	Yes <input type="checkbox"/> No <input type="checkbox"/>	Yes <input type="checkbox"/> No <input type="checkbox"/>	Yes <input type="checkbox"/> No <input type="checkbox"/>	Yes <input type="checkbox"/> No <input type="checkbox"/>
	\$	\$	\$	\$
Deposits (interest free bearing deposits, fixed)	Yes <input type="checkbox"/> No <input type="checkbox"/>	Yes <input type="checkbox"/> No <input type="checkbox"/>	Yes <input type="checkbox"/> No <input type="checkbox"/>	Yes <input type="checkbox"/> No <input type="checkbox"/>
	\$	\$	\$	\$
Do you have any bonds, debentures, shares, property trusts, friendly society bonds and managed investments?				
Bonds	Yes <input type="checkbox"/> No <input type="checkbox"/>	Yes <input type="checkbox"/> No <input type="checkbox"/>	Yes <input type="checkbox"/> No <input type="checkbox"/>	Yes <input type="checkbox"/> No <input type="checkbox"/>
	\$	\$	\$	\$
Debentures	Yes <input type="checkbox"/> No <input type="checkbox"/>	Yes <input type="checkbox"/> No <input type="checkbox"/>	Yes <input type="checkbox"/> No <input type="checkbox"/>	Yes <input type="checkbox"/> No <input type="checkbox"/>
	\$	\$	\$	\$
Shares	Yes <input type="checkbox"/> No <input type="checkbox"/>	Yes <input type="checkbox"/> No <input type="checkbox"/>	Yes <input type="checkbox"/> No <input type="checkbox"/>	Yes <input type="checkbox"/> No <input type="checkbox"/>
	\$	\$	\$	\$
Property Trusts	Yes <input type="checkbox"/> No <input type="checkbox"/>	Yes <input type="checkbox"/> No <input type="checkbox"/>	Yes <input type="checkbox"/> No <input type="checkbox"/>	Yes <input type="checkbox"/> No <input type="checkbox"/>
	\$	\$	\$	\$
Managed investments including friendly society bonds	Yes <input type="checkbox"/> No <input type="checkbox"/>	Yes <input type="checkbox"/> No <input type="checkbox"/>	Yes <input type="checkbox"/> No <input type="checkbox"/>	Yes <input type="checkbox"/> No <input type="checkbox"/>
	\$	\$	\$	\$
Have you received any superannuation payments in the form of a lump sum or an allocated pension?				
Superannuation (please only provide this if you have reached your preservation age)	Yes <input type="checkbox"/> No <input type="checkbox"/>	Yes <input type="checkbox"/> No <input type="checkbox"/>	Yes <input type="checkbox"/> No <input type="checkbox"/>	Yes <input type="checkbox"/> No <input type="checkbox"/>
	\$	\$	\$	\$
Preservation age table.	Date of birth		Preservation age	
	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		
Have you received a share of a property settlement or sale of a property?				
Sale of a property	Yes <input type="checkbox"/> No <input type="checkbox"/>	Yes <input type="checkbox"/> No <input type="checkbox"/>	Yes <input type="checkbox"/> No <input type="checkbox"/>	Yes <input type="checkbox"/> No <input type="checkbox"/>
	\$	\$	\$	\$
Share from a property settlement	Yes <input type="checkbox"/> No <input type="checkbox"/>	Yes <input type="checkbox"/> No <input type="checkbox"/>	Yes <input type="checkbox"/> No <input type="checkbox"/>	Yes <input type="checkbox"/> No <input type="checkbox"/>
	\$	\$	\$	\$

4**Do you need assistance when making decisions?**

Is there a person who assists you to make decisions, or who makes decisions on your behalf in regard to personal, lifestyle, or financial matters? This person might be a formally appointed guardian and/or an administrator or a family member, friend or advocate.

Yes No



If yes, please complete and attach one of these forms which are available from your nearest Department of Housing and Public Works Housing Service Centre area office or www.hpw.qld.gov.au

- PRH005-1: 'Formal Guardian and/or Administration Details', if you have a Guardian and/or Administrator formally appointed by the Guardianship and Administration Tribunal (GAAT), **or**
- PRH005-2: 'Informal Decision-maker Details', if you have a family member, friend or advocate acting in the capacity of an informal guardian and/or administrator.

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How many bedrooms do you want to be listed for? Please tick the applicable box/boxes.

1 2 3 4 5 6 7+

Remember - in general, the more bedrooms a property has, the higher the rent will be.

6

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

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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 Housing and Public Works, Housing Services 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 and Privacy Notice note on this form
- that this form will be used by the Department of Housing and Public Works, Housing Services 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 Housing and Public Works, Housing Services 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
- 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 details that verify I am still eligible for the scheme, and
- 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, Housing Services 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 this form is true and correct.

Personal information privacy notice

The Department of Housing and Public Works, Housing Services 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 nongovernmental 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.

Name of applicant/s

Signed by the applicant/s Date

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 7, and I believe the applicant understands the contents.

Name

Signed Date