



Birribee Housing Rent Subsidy Application Form

Instructions to complete this form:

PART	DESCRIPTION	WHO COMPLETES IT?
A	Tenancy details – which includes the head tenant’s details, property information and the reason for completing the form.	The main tenant or lessee (the person who signed the lease or rental agreement) has responsibility for making sure this Part is completed.
B	Additional Household Members details – This section must include every person who is currently residing in the property.	The main tenant or lessee (the person who signed the lease or rental agreement) has responsibility for making sure this Part is completed.
C	Asset Details/Child Support – Not required if PART B is completed by relevant household members , unless they earn wages (i.e. they don’t have a Centrelink CRN) or have not declared child support to Services Australia.	Any household member getting income from an investment (e.g. shares in a company) or have income from a property investment (e.g. renting your house) or receives Child Support payments must complete this page. Note: <i>All tenants can complete the same page.</i>
Appendix	Income Confirmation Scheme – Consent Authority – each income earner in the property can optionally provide their Centrelink CRN and personal details on this form. Anyone who completes this form does not need to provide a Centrelink Income Statement.	Each household member earning an income from Services Australia can completed this form.
	Non-Centrelink Income - Anyone who is receiving non-Centrelink income will need to provide proof of income. Acceptable proof of income includes: Payslips, letter from employer and for business operators a profit and lost statement. Casual earners should provide as least 4 payslips to assist the ACHP to work out an average earning.	Each household member who receives any other form of income apart from Centrelink.



Rent Subsidy Application Form

The purpose of this form is to grant you a rental rebate on your rent. Please ensure you complete all sections of this form and provide proof of income for the head tenant, partner and for every person in the household 18 years old or older. Failure to complete this form could result in you being charged market rent.

PART A: TENANT DETAILS

First Name:	Surname:
Address:	
Suburb:	Postcode:
Phone:	Email:

Why are you completing this Form?

- New Tenant**
 Subsidy Review
 Change in Income
 Change in Household

Details of Change	Date of Change

PART B: HOUSEHOLD MEMBERS

Full Name:	DOB	Relationship to head Tenant	Services Australia Reference Number	Income Type (e.g. Wages, Newstart, Aged Pension, Child Support etc)	Gross amount of income per week



You will need to provide proof of income for all household members over the age of 18. If you or anyone in your household is on Services Australia benefits complete an Income Confirmation Form.

PART C: Assets and Child Support

Does anyone in your household pay child support?

YES NO

If you ticked yes you will need to provide supporting evidence

Full Name:	Amount Paid:	Agency	Private

Do you or anyone in your household own or part own any property including residential, retail, commercial, industrial infrastructure, agricultural farming, real estate including deceased estate/inheritance whether located in Australia or overseas?

YES NO

If you ticked yes you will need to provide supporting evidence

Full Name:	Address of Property	Value	Type of Property

Do you or anyone in your household have any investment or shares either in Australia or overseas?

YES NO

If you ticked yes you will need to provide supporting evidence

Full Name:	Income Type	Value

Do you or anyone in your household have any savings or term deposits?

YES NO



If you ticked yes you will need to provide supporting evidence

Account Holder	Financial Institution Details	Value

Notice: Your personal information provided on this form will be exchanged between social housing providers (public, community and Aboriginal housing) for the purpose of assessing your continuing eligibility for social housing and providing an appropriate service.

Declaration

- I understand the instructions given on this application form.
- To the best of my knowledge, the information provided in this application form is correct.
- I understand there are penalties for giving false or misleading information.
- I authorise the Birribee Housing and the Aboriginal Housing Office Property Manager Owner (PMO) to:
 - Confirm information provided by me with any third party and or any such third party to provide Birribee Housing and the PMO any relevant documentation or information sought by Birribee Housing and the PMO when determining or supporting this application.
 - Use my personal information in order to process this application.

Full Name (please print)

Signature

Phone Number

Date

DD / MM / YYYY

Declaration from Person Assisting You

- I filled in this form based on the information the tenant gave me.
- I have read out the form and the answers to the tenant who seemed to understand them.
- I understand there are penalties for giving false or misleading information.

Full Name (please print)

Signature

Phone Number

Date

DD / MM / YYYY