

## Checklist for NRAS Income Eligibility

Name of Applicant 1: \_\_\_\_\_

Name of Applicant 2: \_\_\_\_\_

Name of Applicant 3: \_\_\_\_\_

Number of Household Members                      Adults \_\_\_\_\_ Children \_\_\_\_\_

### Documentation to be supplied by Applicant – *please tick boxes below*

- NRAS Declaration Form signed and witnessed by Property Manager
- Copy of NRAS Registration Letter
- Expression of Interest/Tenant Application Form signed by Applicant and Property Manager
- Photo ID - Drivers Licence or Passport

**Evidence of household gross income for past 12 months:** - Income includes wages, pension, allowances, interest and dividend payments and payments made by Centrelink including family allowance.

Please circle the appropriate response for each of the questions below and supply the supporting documentation.

Group Certificate or Tax Assessment from the previous financial year	YES	N/A
Payslips for the last 52 weeks	YES	N/A
Current Centrelink Income Statement <b>and</b> a Centrelink Payment History for the past 12 months (26 fortnights) – <i>see instructions below</i>	YES	N/A
Copies of the last 2 months bank statements for all accounts	YES	
Statements from financial institutions showing sum of investments	YES	N/A
Evidence detailing overseas pensions	YES	N/A
Statement from superannuation company showing the total amount held in super fund or investment, including annuities (for applicants who have reached preservation age)	YES	N/A

### **MyGov Instructions**

Centrelink Income Statement - From the Centrelink menu select Documents & Appointments  
 Select Request a Document  
 Select Document - Doc type is Income Statement.

Centrelink Payment History - From the Centrelink menu select Payment & Claims  
 Select Manage Payments  
 Select View Payment History.  
 Change to be 20 per page, Right click and print – print to PDF.  
 Will need to do that for all pages for the last 12 months.

I/We, the Applicant(s) declare that to the best of my/our knowledge that the information supplied is true and correct and that I/we have supplied it of my/our own free will. I/We understand that Coast2Bay Housing Group will only use and disclose personal information provided by me/us as part of my/our NRAS tenancy application to verify NRAS income eligibility.

As part of the income verification process I/we understand Coast2Bay Housing Group may without limitation:

- Disclose to, and obtain from, any person/organisation named in the documents, information about me/us, in order to check the accuracy of the information provided and in order to determine whether I/we are currently income eligible for NRAS.
- I/We understand I/we can gain access to any personal information which Coast2Bay Housing Group holds about me/us. Coast2Bay Housing Group may refuse access to such information in the limited circumstances provided for in the Privacy Act. I/We understand Coast2Bay Housing Group will take all reasonable steps to correct any personal information held by their office about me/us which I/we show to be inaccurate, incomplete or out-of-date.

**Applicant 1 Signature** .....

**Applicant 2 Signature** .....

**Applicant 3 Signature** .....

**Date**.....