



# The National Rental Affordability Scheme

## Tenant Demographic Assessment and Consent Form

### When to use this form

This is an approved form under section 44 of the National Rental Affordability Scheme Regulations 2020. This form needs to be completed by you as the tenant and the approved participant/property/tenancy manager so the Department of Social Services (the department) can verify tenant eligibility for the National Rental Affordability Scheme (NRAS). The approved participant must provide a tenant consent form for each tenant of the dwelling.

This form requests information about you and the approved rental dwelling which, includes:

- the length of the lease;
- the number and ages of occupants residing in, or will reside in, the dwelling;
- sources and details of income earned (noting the approved participant will need to provide supporting evidence either at the time of completing the form or at a later date);
- the amount of rent that will be charged.

### Tenant's consent to give information

For the purposes of NRAS, by completing and signing Part B of this form you agree to the collection, use and disclosure of your personal information contained in this form. You also agree to the collection, use and disclosure of any additional or supporting information collected by the property manager/approved participant throughout the period of your tenancy. In addition to signing this form, any additional or supporting information you provide to the property manager/approved participant may be forwarded to the department to support the information provided in the tenant consent form.

If you do not agree, this may affect your eligibility for NRAS.

You can ask your approved participant/property manager to give you a copy of the information that they have provided to the department.

### When is the form required?

*Before the tenancy starts (at point of entry)*

Approved participants/property/tenancy managers are required to provide both **Part A** and **Part B** of this form to prospective tenants. Each prospective tenant must complete and sign **Part B** of this form prior to entering into any lease or rental agreement for an NRAS approved rental dwelling.

*During the tenancy period*

**Part A** and **Part B** of this form is required to be submitted by the anniversary of the initial start of the tenancy each year.

## Part A – Dwelling and Lease Details (approved participant to complete)

Approved participants are required to notify the department any time there is a change to the lease or to the amount of rent charged. The department requires approved participants to provide the department with evidence of the change in rent (such as a rent variation letter or an updated signed lease. A supporting Tenant Demographic Assessment must be entered in the NRAS portal to capture any change).

Approved participants are required to provide the department with an updated Part A of this form, when there has been a change to the amount of rent charged or a new lease has been signed.

## Part B – Tenant Consent Form (Tenant to complete)

Tenants are required to provide a consent form at the commencement of a new lease and then by the anniversary of the initial start of the tenancy each year to confirm the household income limits and to provide a review of income. If a new tenant joins the household a new tenant consent form must be completed.

**Please note** the date the new tenant joins the household does not restart the tenancy year for the household, the anniversary will continue to be the anniversary of when the original tenants became eligible tenants and a new Part B is to be completed on this date.

All adult tenants and independent minors (persons aged under 18 years and residing in the household but living independently, i.e. not financially dependent on an eligible tenant over the age of 18 years) are required to **sign** the Tenant Consent Form – signature page. Please ensure each tenant signs and completes the signature page (page 10).

It is your responsibility as a tenant to notify your approved participant/property/tenancy manager any time there is a change to the household income or household demographics (such as a new person (adult or child) joins the household). Tenants may provide the approved participant/property/tenancy manager with an updated Part B of this form at this time, however, will still be required to submit a signed tenant consent form before the next anniversary of the tenancy date. Changes to the household demographics may impact tenant eligibility under NRAS and must be verified at the time of the change to ensure continued eligibility.

## Who fills out the form?

Part A of the tenant consent form must be completed by an approved participant, or an authorised agent of the approved participant like your property/tenancy manager. Applications completed by any other parties will not be considered by the department.

Part B of the tenant consent form must be completed by all adult tenants and independent minors of the household. All adult tenants and independent minors are required to **sign** the Tenant Consent Form – signature page. Please ensure each tenant signs and completes the signature page (page 10).

## Why is information collected?

Information about you, and your household, is collected in this form and any additional or supporting information to confirm your eligibility to rent an NRAS property. It may be used to better direct resources to areas of need and improve its services. The information may also be provided to state or territory governments for the same purpose.

## Protection of information

The approved participant and the department, as the persons responsible for collecting the information in this form and any additional or supporting information, are required to observe the Australian Privacy Principles under the *Privacy Act 1988*. This means that this form must:

- tell you why the information is needed (i.e. to enable the department to assess your eligibility to lease an NRAS property and to provide additional information for assessing the rental eligibility status);
- tell you what will happen to your information and who it will be given to (i.e. the approved participant will provide the information to the department and the department may give the information to any other parties the department determines appropriate to achieve the objectives of the Scheme).

In addition, the approved participant and the department must:

- store the information securely;
- only use the information for the purpose it was obtained;
- only pass your information to other parties when the law allows or requires it.

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 names and your employer's name.

Any other Australian Government departments, state and territory governments and Australian researchers who are given access to the information must also observe the Australian Privacy Principles (or equivalent) 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](http://www.dss.gov.au/privacy-policy). The department's 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

The 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 approved rental dwelling is within the household eligibility threshold for your household composition. Your income is reviewed annually. The initial verification must be conducted by the approved participant/property/tenancy manager prior to you entering into a lease or rental agreement for the dwelling.

Please note that you will cease to be an eligible tenant if your household's combined gross annual income exceeds the approved income threshold by 25 per cent or more in two consecutive eligibility years.

The 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.

The approved participant must provide an NRAS approved rental dwelling at a rate at least 20 per cent below the assessed market rent of the property.

The 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 change in rent must ensure that each charge of rent for the dwelling is at least 20 per cent below the market value rent for the property.

The 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 property/tenancy manager** is responsible for completing the following questions on the Tenant Demographic Assessment and Consent Form:

### Part A

- Question 1\* - Dwelling ID
- Question 2\* - Lease details
- Question 3\* - Gross household income
- Question 4\* - Rent details
- Declaration\* - Signed by Approved participant or property/tenancy manager

\* denotes mandatory questions

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

### Part B

- Question 5\* - Age composition of household
- Question 6\* - Household demographics
- Question 7\* - Sources of income
- Question 8 - Sources of income evidence
- Question 9 - Studying or training
- Question 10 - Prior living arrangements
- Tenant consent form\* - all tenants are required to sign the form

\* denotes mandatory questions

## Further information

Further queries about this form can be sent to [nras@dss.gov.au](mailto:nras@dss.gov.au)

# Tenant Demographic Assessment Form

## PART A – Dwelling and Lease details

**Approved Participant/Housing provider to complete Questions 1 to 4 and declaration**

### 1. Dwelling ID\* (\* denotes mandatory question)

<b>Dwelling ID number *</b>	
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### 2. Lease details\*

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

### 3. Gross household income\* (as assessed by approved participant or property/tenancy manager).

#### a. For new tenants:

Gross household Income (before tax)	Amount	Number of residents receiving Commonwealth Rent Assistance
What was the annual gross household income for the 12 months prior to entry into this dwelling? *	\$	

#### b. For existing tenants:

Gross household Income (before tax)	Amount	Number of residents receiving Commonwealth Rent Assistance
What is the annual gross household income before tax for the last 12 months? *	\$	

#### 4. Rent details\*

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

### Approved participant or property/tenancy manager declaration\*

I (name of authorised officer)

Of (approved participant or housing provider name)

  

have explained to the tenant, and I believe the tenant to understand:

- all of the information at pages 1-4 of this form;
- that the 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
- that, as the approved participant or housing provider, I will be required, from time to time, to disclose some or all of the tenant's personal information to the Australian Government, and may also be required to disclose some or all of that information to other government departments and researchers as directed by the Australian Government.

Officer signature

Date:

## Part B – Tenant Consent Form

By completing this form you as the tenant are providing consent to the collection and use of any personal information contained in this form, and in any additional or supporting information and documentation provided to the approved participant during the course of the tenancy to determine your eligibility to lease a property under the Scheme. This consent covers use by the approved participant and the department to use your personal information for the purpose of the Scheme.

### Tenant to complete Questions 5 to 10 and consent form

#### 5. Age composition of household\*

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

Age	Number of household residents (please indicate the number of tenants for each relevant age group for each relevant tenant)
0 – 4 years	
5 – 17 years	
18 – 54 years	
55 & over	

#### 6. Household demographics\*

Household demographics	Number applicable
Number of sole parents *	
Number of independent minors * ( <b>Independent minors</b> are those persons aged under 18 years and residing in the household but living independently, i.e. <b>not</b> financially dependent on an eligible tenant over the age of 18 years)	
Number of couples*	
Number of residents with a disability	
Number of residents who are Aboriginal and/or Torres Strait Islander peoples	

## 7. Sources of income\*

(It is not mandatory to identify the income source, but it is **mandatory** to provide the housing provider with **evidence of household income** in order to verify your eligibility to rent an NRAS approved rental dwelling.)

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

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

## 8. Sources of income evidence

What type of evidence was provided by the tenants to support the household income? (Evidence of household income may be provided at the time this form is completed or it may be provided as applicable, during the period of tenancy).

What evidence did you provide to the Approved participant or property/tenancy manager to support the income declared as above.	Please indicate against each relevant category the types of evidence the household has provided to support the household income.	
	Tick if evidence is provided when the form is completed	Tick if evidence will be provided later
Payslip	<input type="checkbox"/>	<input type="checkbox"/>
Tax Assessment	<input type="checkbox"/>	<input type="checkbox"/>
Centrelink Statement	<input type="checkbox"/>	<input type="checkbox"/>
Bank Statement	<input type="checkbox"/>	<input type="checkbox"/>
Superannuation Statement	<input type="checkbox"/>	<input type="checkbox"/>
Other (please list) – e.g dividend statement, foreign income, net income from business	<input type="checkbox"/>	<input type="checkbox"/>
Other -	<input type="checkbox"/>	<input type="checkbox"/>
Other -	<input type="checkbox"/>	<input type="checkbox"/>
Other -	<input type="checkbox"/>	<input type="checkbox"/>



## 9. Studying or training

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

<b>Studying or training</b>	<b>Number of residents</b>
Apprentices or traineeships	
Primary or secondary students	
Tertiary students (university or technical college)	

## 10. Prior living arrangements

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

<b>Living arrangements</b>	<b>Number of residents</b>
Home being purchased	
Home fully owned	
Homeless	
Living with family or friends	
Other	
Rented – Real Estate Agent	
Rented - State & Territory Housing Authority	
Supported accommodation	

**Tenant consent form – Signature Page\*** (all adult tenants and independent minors of the household are required to sign this page, please reprint this page for each tenant and complete).

NRAS Dwelling ID:

(if known)

The personal information you are asked to provide in this form or as additional or supporting information during your period of tenancy, is collected by the approved participant/property/tenancy manager to enable the approved participant or housing provider to determine (and the department to verify) your eligibility to lease a property under the Scheme and to assist the Australian Government to find out more information about who is accessing its services. The approved participant or housing provider will be required to collect your personal information and provide it to the department. The approved participant, housing provider and the department all may be required, from time to time, to pass some or all of your personal information to other Australian Government departments and researchers however will not be disclosed to other agencies.

I (name of tenant/s)

Of (address)

  

In relation to my personal information contained in this form, and in the additional or supporting documentation provided during the course of my tenancy, I give my consent for the approved participant or housing provider responsible for managing the allocation covering my rental dwelling to collect my personal information for the purposes described in this form and in accordance with the objects of the Scheme.

I also give my consent for the 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 as collected in this form or any additional or supporting information as collected during the course of my tenancy.

I also acknowledge 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.

I also agree, in the event the allocation covering my rental dwelling is transferred to another approved participant, my details may be provided to the gaining approved participant.

Should I provide further personal information related to this form, or for the purposes of NRAS, I consent for my personal information to be handled in accordance with the above.

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.