



NRAS Housing Application Form

Application Form Document Check List

Please ensure that you have included the following information when returning your housing application for all household members aged 18+:

- Signed Application form**
Please make sure that the application and privacy disclosure has been signed
- TICA Privacy Disclosure Form**
Completed and signed by main applicant and any additional household members aged 18 and over
- Identification (Primary and Secondary)**
This must include photo identification as well as Medicare card, bank card, birth certificate etc.
- Proof of All Household Income Received for the Previous 12 Months**
e.g. 12-month earnings summary from Centrelink, Group Certificate, 12 months' worth of payslips, letter from employer on letterhead stating gross earnings for last 12 months, signed Centrelink Income Consent Authority form (enclosed), Centrelink Income Statements for the last 12 months
- Child Support Statement**
Please include a statement from the child support agency for the last 12 months (if applicable)
- Phone, Gas or Electricity Bill**
Please include a recent bill from a utility company
- Bank Statement**
Please include a minimum of 3 months transaction history

Office Locations

Newcastle Branch
1 Brown Street
Newcastle
hunter@compasshousing.org

East Maitland Branch
Shop 3A/11 Molly Morgan Drive
Greenhills
hunter@compasshousing.org

Central Coast Branch
Block H/2 Reliance Drive
Tuggerah Business Park, Tuggerah
centralcoast@compasshousing.org

Please note: incomplete applications will not be accepted. Please ensure all pages are signed where required, and all required documents as outlined are provided for all household members aged 18+.

PERSONAL DETAILS – MAIN APPLICANT

Please tick [✓] the correct box or write in your answer.

Please note that if your application is successful, the main applicant will also be the main leaseholder.

| | | | |
|-----------------------|--|--------|---|
| Title | Mr <input type="checkbox"/> Mrs <input type="checkbox"/> Miss <input type="checkbox"/> Mr <input type="checkbox"/> | Gender | Male <input type="checkbox"/> Female <input type="checkbox"/> |
| Family name | | | |
| Given Names | | | |
| Home address | | | |
| Postal address | | | |
| Day time phone number | | | |
| Mobile number | | | |
| Evening phone number | | | |
| Date of birth | | | |
| Email address | | | |

Do you need an interpreter: for spoken English?

For written English?

What is your first language? _____

Address of property you are applying for:

What lease term would you be willing to commit to?

When would you like to commence the lease?

_____/_____/20____

HOUSING REQUIREMENTS

Please describe your housing requirements in the table below; e.g. if you require ground floor accommodation, struggle with stairs, require a yard etc. Please only list requirements, not preferences, to ensure the property you are applying for is suitable.

| |
|--|
| |
| |
| |
| |

HOUSING AND INCOME DETAILS

NOTE: You are required to provide details of your accommodation history for the past 2 years

CURRENT HOUSING DETAILS

| | |
|---|--------------|
| Are you a: <input type="checkbox"/> Tenant <input type="checkbox"/> Additional Occupant <input type="checkbox"/> Boarding <input type="checkbox"/> Home Owner | |
| Current Address: | |
| Length of time at current address: | Rent p/w: \$ |
| Reason for leaving: | |
| Name of Landlord/Agent: | Phone: |

PREVIOUS HOUSING DETAILS

| | | |
|---------------------------------------|------------------------------|-----------------------------|
| Previous Address: | | |
| Length of time at above address: From | To | Rent p/w: \$ |
| Name of Landlord/Agent: | Phone: | |
| Was Bond refunded in full? | <input type="checkbox"/> Yes | <input type="checkbox"/> No |
| If No, please specify reasons why: | | |

INCOME DETAILS

To be eligible for an NRAS property we will require details of all income earned for the last 12 months. You will be required to submit documentation to support income earned including: Pay slips, Centrelink income statements, earnings advice from accountant (if self employed) etc.

| Type of Income | Gross [before tax] per fortnight |
|---------------------------|----------------------------------|
| Other employment | \$ |
| Centrelink | \$ |
| Child Support | \$ |
| Superannuation Payments | \$ |
| Interest from investments | \$ |
| Other (please specify): | \$ |
| | |

Do you or any of your family on this application own property Yes No

Own assets that give you or your family income Yes No

Own other assets other than household goods, and a car Yes No

CURRENT EMPLOYMENT DETAILS

You are required to provide your employment details for the last 12 months. Please complete if your current employment commenced less than 12 months ago

| | |
|----------------------------|------------------------------|
| Occupation: | Employer: |
| Employer's Address: | |
| Supervisor's Name: | Supervisor's Position Title: |
| Contact Number: | Length of Employment: |
| Date Employment Commenced: | Employment Status: |

PREVIOUS EMPLOYMENT DETAILS

If your current employment commenced less than 12 months ago, you are required to provide your previous employment details

| | |
|----------------------------|------------------------------|
| Occupation: | Employer: |
| Employer's Address: | |
| Supervisor's Name: | Supervisor's Position Title: |
| Contact Number: | Length of Employment: |
| Date Employment Commenced: | Date Employment Ceased: |

PET INFORMATION

| | | |
|---|------------------------------|-----------------------------|
| Will there be a pet/pets living with you? | <input type="checkbox"/> Yes | <input type="checkbox"/> No |
| If yes, please provide the following information for your first pet: | | |
| Sex: | Age: | Breed: |
| Registration Number: | | Name: |
| Please provide the following information for your second pet (if applicable): | | |
| Sex: | Age: | Breed: |
| Registration Number: | | Name: |

NEXT OF KIN

Please provide contact information for a person not on this application who we may contact in case of an emergency.

| | |
|---------------|----------------------|
| Name: | Relationship to you: |
| Phone Number: | Email: |
| Address: | |

REFERENCES

Please provide a personal reference (not related to you)

| | |
|---------------|----------------------|
| Name: | Relationship to you: |
| Phone Number: | Email: |
| Address: | |

ADDITIONAL OCCUPANTS - PERSONAL DETAILS

Please list any additional occupants who will be living with you including children. If there is more than 1 additional occupant aged 18+, please complete an 'Additional Occupants Form' for additional adults.

| Full Name | DOB | Relationship to Main Applicant | Contact Number |
|-----------|-----|--------------------------------|----------------|
| | | | |
| | | | |
| | | | |
| | | | |
| | | | |
| | | | |
| | | | |
| | | | |

HOUSING AND INCOME DETAILS FOR ADDITIONAL OCCUPANTS (18 years+)

Note: You are required to provide details of any additional occupants' accommodation history for the past 2 years and their income information.

CURRENT HOUSING DETAILS

Are they a: Tenant Additional Occupant Boarding Home Owner

Current Address:

Length of time at current address:

Rent p/w: \$

Reason for leaving:

Name of Landlord/Agent:

Phone:

PREVIOUS HOUSING DETAILS

Previous Address:

Length of time at above address: From

To

Rent p/w: \$

Name of Landlord/Agent:

Phone:

Was Bond refunded in full?

Yes

No

If No, please specify reasons why:

INCOME DETAILS

You will be required to submit documentation to support income earned including: Pay slips, Centrelink income statements, earnings advice from accountant (if self employed) etc.

| Name | Type of Income | Gross [before tax] per fortnight |
|---------------------------|----------------|----------------------------------|
| Wages | | \$ |
| Centrelink | | \$ |
| Child Support | | \$ |
| Superannuation Payments | | \$ |
| Interest from investments | | \$ |
| | | \$ |

Do you or any of your family own property Yes No

Own assets that give you or your family income Yes No

Own other assets other than household goods, and a car. Yes No

CURRENT EMPLOYMENT DETAILS

You are required to provide your employment details for the last 12 months.

| | |
|----------------------------|------------------------------|
| Occupation: | Employer: |
| Employer's Address: | |
| Supervisor's Name: | Supervisor's Position Title: |
| Contact Number: | Length of Employment: |
| Date Employment Commenced: | Employment Status: |

PREVIOUS EMPLOYMENT DETAILS

If your current employment commenced less than 12 months ago, you are required to provide your previous employment details

| | |
|----------------------------|------------------------------|
| Occupation: | Employer: |
| Employer's Address: | |
| Supervisor's Name: | Supervisor's Position Title: |
| Contact Number: | Length of Employment: |
| Date Employment Commenced: | Date Employment Ceased: |

Is there any other information you would like to provide in support of your request for housing? (If so please attach supporting documentation)

DECLARATION

Please ensure that you read and understand the following before signing.

I hereby offer to lease the property from the owner under a lease to be prepared by Compass Housing Services trading as My Place Property. I acknowledge that I will be required to pay a bond and two weeks rent in advance upon signing my lease agreement.

I acknowledge that:

- This application will not be processed if the required information is not completed and provided in its entirety
- This application is subject to the approval of Compass Housing Services trading as My Place Property
- Offers of accommodation are subject to property availability
- If the applicant is found to be ineligible for the NRAS Housing Program, this application together with attachments will be destroyed immediately

I declare that:

- All information contained in this application is true and correct and given by my own free will
- I am not bankrupt or in debt to any landlord/agent
- I do not owe any money to Housing NSW, Compass Housing Services, Compass Housing Services trading as My Place Property, or any other community housing provider

Signature of Applicant

Date

Signature of Additional Occupant 1

Date

PRIVACY POLICY

The *Privacy Act 1988* (Cth) (the Act) allows certain information about the Applicant referred to in this Application to be collected, used and disclosed for the purpose for which it was collected, and otherwise in accordance with the Act. This Privacy Policy only applies to the extent the Agent collects, uses, and discloses personal information.

Compass Housing Services Co Ltd trading as MyPlace Property may amend, or amend and restate, this Privacy Policy from time to time and may subsequently notify the Applicant of any changes to this Privacy Policy by written notification to the Applicant. Personal Information may be collected and stored during each of the application, assessment and processing stage.

The personal information the Applicant provides in this Application or collected from other sources is necessary for the Agent to:

(a) Identify and verify the Applicants' identity; (b) process and assess the Application; (C) assess the Applicants' ability to meet their financial and other obligations under the Residential Tenancy Agreement; (d) make recommendations to the Landlord; (e) manage the tenancy for the Landlord; (f) liaise and exchange information with the Applicant, and the Agent's or Applicant's legal and other advisors including support workers in relation to or in connection with the Residential Tenancy Agreement; (g) comply with any applicable law; and (h) comply with any dispute resolution process. If the personal information is not provided by the Applicant, the Agent may not be able to carry out the steps described above and may therefore not be able to process the Application.

Personal information collected about the Applicant in connection with this Application and, if successful, the tenancy may be disclosed by the Agent for the purpose for which it was collected to other parties including to the Landlord, the Landlord's mortgagee or head-lessor (in either case, if any), referees, other agents, Courts, tribunals responsible for residential tenancy matters, third party operators of tenancy databases, and any other third parties instructed by the Applicant.

Information held by the tenancy databases may also be requested by and disclosed to the Agent and/or the Landlord. If the Applicant enters into a Residential Tenancy Agreement, and if the Applicant (as tenant) fails to comply with their obligations under that agreement, that fact and other relevant personal information collected about the Applicant (as Applicant or as tenant) may also be disclosed to the Landlord, third party operators of tenancy databases, other agents, Courts and tribunals responsible for residential tenancy matters.

The Applicant has the right to request access to any personal information held by the Agent which relates to them, unless the Agent is permitted by law (including the Act) to withhold that information. Any requests for access to the Applicant's personal information should be made in writing to the Agent at the contact details included in this Application. The Agent may charge a reasonable fee where access to personal information is provided (no fee may be charged for making

an application to access personal information). The Applicant has the right to request the correction of any personal information which relates to the Applicant that is inaccurate, incomplete or out-of-date.

The agent will take reasonable precautions to protect the personal information it holds in relation to the Applicant from misuse, loss, and unauthorised access, modification or disclosure.

By signing this Application, the Applicant acknowledges that it has read, understands and accepts the terms of this Privacy Policy and the permissions to collect, use and disclose personal information, and the Applicant authorises the Agent to collect, use and disclose, in accordance with the Act, their personal information for the purposes specified in this Privacy Policy.

NOTICE TO PROSPECTIVE TENANTS

The availability of telephones lines; internet services; analogue, digital or cable television (and the adequacy of such services); are the sole responsibility of the tenant(s) and tenants should make their own enquiries as to the availability and adequacy of such services before accepting the tenancy of the property. The landlord does not warrant that any telephone plugs, antenna sockets or other such service points located in the property are serviceable, or will otherwise meet the requirements of the tenants, and tenants must rely upon their own enquiries.

I, the applicant, hereby agree:

- The above information is true and correct
- I understand that Compass Housing Services trading as My Place Property will conduct employment, housing and personal reference checks based on the information I and any additional occupants have provided in this application
- I am financially able to meet all the commitments under the Residential Tenancy Act
- I, and any listed additional occupants, have not been declared bankrupt
- My application may be processed and checked through TICA (Tenancy Information Control Centre Australia) and TRA (Trading Reference Australia) as well any previous agents/landlords supplied
- I have provided proof of all gross household income received for the 12 months prior to the property availability date
- I accept the property applied for in its current condition, and this property meets all of mine and my household's requirements

Signature of Applicant: _____

Date: _____

Signature of Additional Occupant 1: _____

Date: _____



PUBLIC ENQUIRY DEPARTMENT

P.O. BOX 120
CONCORD NSW 2137

TEL: 190 222 0346
Calls charged at \$5.45 per minute, higher from mobile and payphones

ABN: 84 087 400 379

TICA Privacy Disclosure Form

This form provides information about how your personal information, as required by the National Privacy Principles in the Privacy Act 1988, and seeks your consent to disclosures to the TICA Group of companies (TICA) in specified circumstances. If you do not consent to the disclosure of your personal information to TICA we can not process your application. As a professional asset manager we collect personal information about you. The information we collect can be accessed by you by contacting our office.

Primary Purpose:

Before a tenancy is accepted we collect your information to assess the risk to our clients in providing you with a property you have requested to rent and if considered acceptable provide you with a tenancy for the property. In order to assess your application we disclose your personal information to: The Lessor / Owners for approval or rejection of your application, TICA Default Tenancy Control Pty Ltd and TICA Assist Pty Ltd to assess the risk to our clients and verify the details provided in your tenancy application, Referees to validate information supplied in your application and Other Real Estate Agents to assess the risk to our clients

The Agent may also take into account any information that is disclosed to us by TICA relating to attempts by Debt Collection Agencies, Credit Providers and related person to contact or locate you.

Secondary Purpose:

During and after the tenancy we may disclose your personal information to: Trades people to contact you for repairs and maintenance of the property, Tribunals or Courts having jurisdiction seeking orders or remedies, Debt Collection Agencies and affiliated industries, TICA Default Tenancy Control Pty Ltd to record details of your tenancy history, Lessors / Owners insurer in the event of an insurance claim and Future rental references to other asset managers / owners.

In the event of a successful tenancy application the applicant's personal information maybe recorded in the Agent's TICA Virtual Manager System, which will allow the Agent to be advised of any future tenancy applications you make. Information regarding our data deletion practices can be advised should you wish. The TICA Virtual Manager program will monitor your tenancy applications as part of our Risk Management procedures to protect our landlord's exposure. The monitoring of your tenancy applications is not a listing on the TICA Tenancy History database. This information is information that would be available to the Agent on a truthfully completed tenancy application form.

TICA Statement

As the TICA Group may collect personal information about you, the following information about the TICA Group is provided in accordance with the National Privacy Principles in the Privacy Act 1988. TICA Default Tenancy Control Pty Ltd (ABN 84 087 400 379) is a tenancy database that records tenants personal information from its members including tenancy application inquiries and tenancy history. TICA Assist Pty Ltd (ABN 28137 488 503) is a database company that records information from mercantile agents and associated industries. In accordance with the National Privacy Principles you are entitled to have access to any personal information that we may hold on any of our databases. To obtain your information from the TICA Group proof of identity will be required and can be made by mail to: TICA Public Inquiries PO BOX 120, CONCORD NSW 2137 a fee of \$14.30

TICA Primary Purpose

The TICA Group collects information from its members and provides such information to other members as a risk management system for the purpose of assessing a tenancy application. The TICA Group does not provide any information that it collects to any other individual or organization other than its own group of companies for any other purpose other than assessing a tenancy application or risk management system or locating system other than government departments and or agencies allowed by law to obtain information from the TICA Group.

The personal information that the TICA Group may hold is as follows: Name, date of birth, drivers license number, proof of age card number and or passport number (except Australian) and address at time of making a tenancy application, comments made by a TICA member in relation to your tenancy, which members you rented through and which members you applied to and which members are seeking you.

Signed By the Applicant/s

Name: _____ Signature: _____ Date: _____

Name: _____ Signature: _____ Date: _____

Income Confirmation Scheme Consent Authority

If you or anyone on this application wishes to participate in the Centrelink Income Confirmation Scheme please complete the consent form below.

This consent will be used for the sole purpose of authorising Centrelink to provide information to Compass Housing Services t/as MyPlace Property to assess your eligibility for concessions or services provided by Compass Housing Services t/as MyPlace Property.

If you do not want Centrelink to provide your information electronically to **Compass Housing Services t/as MyPlace Property**, you will need to obtain the information required from Centrelink yourself and provide it to **Compass Housing Services t/as MyPlace Property**.

Please read and sign the consent and the declaration below:

- I authorise Compass Housing Services t/as MyPlace Property to use Centrelink Confirmation eServices to perform a Centrelink enquiry of my Centrelink Customer details and concession card status in order for Compass Housing Services to determine if I qualify for a concession, rebate or service.
- I authorise the Australian Government Department of Human Services to provide the results of that enquiry to Compass Housing Services t/as MyPlace Property.
- I understand that the Department of Human Services will use information I have provided to Compass Housing Services t/as MyPlace Property to confirm my eligibility for concessions, rebates or services and will disclose to Compass Housing Services t/as MyPlace Property my personal information including my name, address, concession card status, payment type, payment status, income, assets, one-off payments, deductions and shared care arrangements.
- I understand that this consent, once signed, remains valid while I am a customer of Compass Housing Services t/as MyPlace Property unless I withdraw it by contacting Compass Housing Services t/as MyPlace Property or the Department of Human Services.
- I understand that I can obtain proof of my circumstances/details from the Department of Human Services and provide it to Compass Housing Services t/as MyPlace Property so that my eligibility for concessions, rebates, or services can be determined.
- I understand that if I withdraw my consent or do not alternatively provide proof of my circumstances/details, I may not be eligible for the concessions, rebates or services provided by Compass Housing Services t/as MyPlace Property.

| Family name | Given name(s) | Date of birth | Centrelink Customer Reference Number | Signature | Date |
|-------------|---------------|---------------|--------------------------------------|-----------|------------|
| | | DD/MM/YYYY | | | DD/MM/YYYY |
| | | DD/MM/YYYY | | | DD/MM/YYYY |
| | | DD/MM/YYYY | | | DD/MM/YYYY |
| | | DD/MM/YYYY | | | DD/MM/YYYY |
| | | DD/MM/YYYY | | | DD/MM/YYYY |

More information about Centrelink Confirmation eServices is available from Centrelink or on Centrelink's website at www.humanservices.gov.au.

NRAS Housing Policies

WHO IS ELIGIBLE TO RENT AN NRAS DWELLING?

NRAS aims to provide affordable rental housing for low to moderate income earners including key and essential service workers, such as childcare workers, nurses, police officers, fire-fighters and paramedics.

WHAT ARE THE INCOME LEVELS FOR NRAS TENANTS?

Income levels for eligible NRAS tenants are generous and accommodate a range of low to moderate income earners. Household income is assessed for the last 12 months from application. The income limit for a single adult is \$50,489 per annum, increasing to \$120,048 per annum for a couple with three children. NRAS also allows for tenant salary increases of 25 per cent above the income limits.

Tenant income limits are indexed annually in accordance with the All Groups component of the Consumer Price Index.

| Household Type | Entry income level (\$) | Upper income level to maintain eligibility (\$) |
|--|--------------------------------|--|
| One adult | 50,489 | 63,112 |
| Two adults | 69,804 | 87,255 |
| Three adults | 89,119 | 111,399 |
| Four adults | 108,434 | 135,543 |
| Sole parent with one child | 69,852 | 87,315 |
| Sole parent with two children | 86,600 | 108,250 |
| Sole parent with three children | 103,348 | 129,185 |
| Couple with one child | 86,552 | 108,190 |
| Couple with two children | 103,300 | 129,125 |
| Couple with three children | 120,048 | 150,060 |

*If the household income of an existing tenant exceeds the indicated limit (25 per cent greater than the initial income limit) in two consecutive NRAS years, the tenant will cease to be an eligible tenant. This column indicates figures which are 25 per cent higher than the household income limits for ease of reference for this purpose.

HOW ARE TENANTS SELECTED FOR NRAS DWELLINGS?

Tenants for NRAS properties are selected by investors and their tenancy managers, except in Queensland. Queensland tenants are selected from the Queensland Government's One Social Housing Register.

Tenancy managers select tenants and maintain waiting lists for NRAS homes with assessment and selection of tenants being at the discretion of the tenancy management organisation. As long as NRAS eligibility requirements are met, tenancy decisions will be made in line with their usual policies and processes.

NRAS & MANAGEMENT

SCOPE

The scope of this policy is to identify and describe variations to general Compass Policies and Procedures regarding tenancy management that apply to the National Rental Affordability Scheme Program and the relationship with private landlords and the additional financial and support benefits applicable to tenants.

AIM AND OBJECTIVES OF NRAS

The aim of the NRAS is to provide affordable housing for people on low to moderate incomes.

The objectives of the NRAS are:

- to contribute to the maintenance and expansion of affordable rental housing for low and moderate income households;
- to provide affordable rental housing to low and moderate income households who are paying a high proportion of their income in rent;
- to provide access to affordable rental housing for households who are unable to afford home ownership;
- to provide equitable and non discriminatory access to affordable rental housing for eligible households;
- to offer long-term secure rental tenure to tenants who meet their tenancy obligations and eligibility criteria;
- to provide cost effective and efficient housing provision and management while ensuring quality client service;
- to assist in maintaining a diverse social mix in areas of affordable housing;
- to provide rental housing which reflects the urban character of areas where affordable housing is located, offers diversity in housing style and which reflects tenant needs;
- to provide affordable rental housing which is responsive to identified housing needs;
- to ensure that the NRAS is financially viable and managed in accordance with good commercial practice which ensures the achievement of NRAS objectives;

RELATIONSHIP OF THIS PROGRAM TO COMPASS GENERAL TENANCY MANAGEMENT POLICIES

The National Rental Affordability Scheme Program is aimed at low to moderate income earning households and offers a discount of minimum of 20 per cent below market rates which will increase the supply of affordable rental housing for low to moderate income earning households. This scheme will also provide tenants with stronger security of tenure than is currently offered to them in the wider private rental market.

Rental housing is becoming increasingly unaffordable and vacancy rates have fallen well below the three per cent level which is widely used as a benchmark of fully utilised supply. This scheme will assist in delivering safe, affordable, well located, appropriate, secure housing.

All tenants in this program are not tenants of Compass and so can not derive any benefits from Compass policies applicable to Compass tenants, save those policies dealing with ethical standards and professional practice.

ADDITIONAL BENEFITS TO TENANTS

Support Benefit

Tenants will have the advantage of a tenancy manager who is sympathetic to their needs while providing appropriate market-place management responses. Compass housing managers will assist tenants in understanding their rights and responsibilities as a tenant and the likely consequences of breaches of the lease. Compass will provide materials and workshops for the benefits of educating tenants as to their rights and responsibilities as tenants.

Security of Tenure

Tenants will have the advantage of being offered a stronger security of tenure as the properties under the National Rental Affordability Scheme should be leased at the discounted rate for a minimum of 10 years.

Financial Benefit

All the properties under the National Rental Affordability Scheme Program that are owned by investors and not by Compass will be offered to rent at a discount of 20 per cent below market rent. The tenants will benefit from this financially.

Transferral Benefit

Although tenants under this program are not Compass tenants, those tenants under this program who, for one reason or another, find their circumstances as such that they can not maintain their tenancy, but now qualify for community or public housing, will be assisted in their application and understanding of affordable, community and or public housing as required.

Additionally, those Compass tenants who no longer qualify for public, community or affordable housing, will be assisted where appropriate into this program towards being integrated into independent living in the community.

IDENTIFICATION OF VARIATIONS OF TENANCY MANAGEMENT POLICY AFFECTING NRAS TENANCIES

APPLICANT ELIGIBILITY

The eligibility criteria to apply to NRAS program are as prescribed by the National Rental Affordability Scheme Act 2008 set out below:

(1) In this regulation:

- (a) a reference to the **tenants** of an approved rental dwelling is a reference a particular person or persons who are tenants of the dwelling; and
- (b) the day on which those tenants become tenants of the dwelling is their **start day**; and
- (c) the 12-month period beginning on their start day or an anniversary of their start day is an **eligibility year** for those tenants; and
- (d) **adult** means:
 - (i) a person 18 years of age or older; or
 - (ii) a person under 18 years of age living independently outside of the family home and who is not financially dependant on an eligible tenant; and
- (e) **child** means a person under 18 years of age who is financially dependant on an eligible tenant.

(2) For these Regulations, the tenants of an approved rental dwelling become **eligible tenants** on their start date if their gross income for the 12 months ending on the day before the start date does not exceed the income limit for their household as set out in this regulation.

(3) Eligible tenants cease to be eligible tenants if:

- (a) they cease to be tenants of an approved rental dwelling; or
- (b) their gross income exceeds the income limit for their household by 25% or more in 2 consecutive eligibility years.

(4) The income limits for a household are:

- The income limits for a household which does not include a sole parent are:
 - \$50,489 for the first adult
 - \$19,315 for each additional adult
 - \$16,748 for each child
- The income limits for a household which includes a sole parent are:
 - \$53,104 for the first sole parent
 - \$19,315 for each additional adult
 - \$16,748 for each child

(5) The amounts mentioned in sub-regulation (4) are indexed in accordance with the NRAS tenant income index on 1 May each year, rounded to the next whole dollar.

(6) The Secretary may, by legislative instrument, change from time to time, any or all of the income limits mentioned in sub-regulation (4).

ALLOCATION OF HOUSING

NRAS dwellings will be allocated taking into account the following criteria:

- the housing need(s) of the applicant, that is, the degree to which their current housing is unaffordable or inappropriate;
- ensuring that high-needs groups are represented in allocations;
- ensuring an appropriate income mix;
- the household size is appropriate to the accommodation available;
- specific accommodation needs related to the type of dwelling, eg the need for ground floor accommodation;
- specific accommodation needs related to locational factors, eg the need for close proximity to local services and facilities;
- judgements as to the compatibility mix with each development, while ensuring diversity; and
- the need to live in the area of the NRAS housing properties.

Tenant Rent Payments and Discounts

1. The Landlord agrees to provide the tenant with a minimum 20 per cent discount on market rent if the tenant's income is in accordance with the NRAS income limits for rental discount.
2. In all cases there will be no discount if the tenant does not provide Compass Housing Services with income details when requested which will be at least annually.
3. Failure to provide this information is a breach of the tenant's agreement with Compass Housing Services and will lead to Compass Housing Services terminating the lease.
4. An independent written valuation of the Market Rents is required for each dwelling when it becomes available for rent under this scheme and in the fourth and seventh years of the approved rental dwelling's 10-year duration in the scheme. Rents are changed periodically in accordance with the CPI index. Market rents will reflect CPI adjustments.
5. Following the initial valuation of market rent for year one and formal independent valuations for years four & seven, variations to market rents for years two-three, five-six and eight-ten can be based on:
 - Local or State based rental movement data; or
 - Desk-top valuation, that is, consideration of reports, data and information at hand; or
 - The rental component of the Consumer Price Index (CPI) at the capital city rate for the State in which the dwelling is located.
6. Annual rent increases, other than at the four and seven-year independent valuation points must not exceed the rental component of the CPI for the year.
7. There is to be a maximum of one rental increase per year.
8. If an applicant is deemed ineligible or is not approved for the property applied for, their application and all supporting documentation will be destroyed within 24 hours.
9. If an applicant is unhappy with the decision made concerning their housing they may within 28 days of the decision being made, write to the Allocations and Appeals Committee giving their reasons for wanting a review of the decision.

10. Tenancy agreements shall be for 12 months and then re-signed at the point of expiration, unless another lease term is negotiated.

I, _____, have read the above information concerning the NRAS and agree to abide by the rules of the program.

I, _____, have also read and signed the Compass Housing Services Co Ltd Privacy Authorisation Form, and understand that form must be read and signed in order for this application to be processed. I further acknowledge that each person whose personal information is contained on this form must give their consent to use their personal information by initialling or signing next to where their name appears on this form. Each person who signs this form must have received and read Compass Housing Services Co Ltd.'s Privacy Policy.

Applicant Signature

Date