



Rent Subsidy Application

Please print in BLOCK LETTERS with a black or blue ball point pen

This form is to be completed by a tenant of Housing NSW who is unable to afford to pay the market rent for their dwelling. For information or assistance with this form, phone **1300 468 746** 24 hours a day, seven days a week. Please mark relevant boxes with a If you need more room to answer any questions, please include details on a separate page and attach it to this form.

Providing proof of income

- If a person participates in the Income Confirmation Scheme (ICS) we will accept Centrelink's advice about their Centrelink benefit or allowance. For any income in addition to their Centrelink benefit or allowance (e.g. Wages, shares) they **must** provide proof of the additional income.
- If a person does not participate in the Income Confirmation Scheme (ICS) they must provide proof of **all income** they receive.

Proof of income must be provided for each person who receives an income and can include:

Source of income	Proof of Income
Centrelink	The latest Income Statement
Department of Veteran's Affairs	Statement from the Department showing receipt of a pension
Salary/Wages	A separate <i>Income from Employment Form</i> for each person who is working
Self employed	A profit and loss statement for the previous financial year completed by an accountant or a taxation return for the previous financial year
Superannuation	Letter or statement from the superannuation fund
Overseas pension	Letter or statement from the respective government
Savings/Investment/Shares	Letter or statement from the investment organisation providing details of the amount and/or the dividend received
Property/land	Completed Housing NSW <i>Details of Land and Property Ownership</i> form
Other	Letter from the organisation or income provider detailing the amount and type of income

Tenant details

Payment Reference Number

Mr, Mrs, Ms, Miss

Last name or family name

Given name (s)

Unit/House number

Street/Avenue

Town/Suburb

Postcode

Phone

Mobile

Email address

Household, Income and Assets details

1. Are you completing this form because of a change to your circumstances? Yes Go to question 2 No → Go to question 3

2. Is the change related to your household, income or assets? (Give details and include the date the change occurred)

Household Income Assets

Details of Change	Date
	DD / MM / YYYY
	DD / MM / YYYY

3. Details of all household occupants

Full name	Date of birth	Relationship to tenant	Centrelink reference number (if applicable)	Income type (Wages, Newstart, Age pension etc)	Gross weekly amount	Total savings/ investments
	DD / MM / YYYY	Tenant			\$	\$
	DD / MM / YYYY				\$	\$
	DD / MM / YYYY				\$	\$
	DD / MM / YYYY				\$	\$
	DD / MM / YYYY				\$	\$

4. Are you or anyone in the application self employed? (You must provide either a profit and loss statement or a copy of your last Taxation Return)

Yes Give details No → Go to question 5

Occupation

5. Do you or anyone in the application pay maintenance as a non custodial parent? (You will need to provide proof of the payments)

Yes Give details about how much is paid each week No → Go to question 6

\$

5a. How is the income paid? (e.g. Child Support Agency)

6. Do you or anyone in the application own or part own any property including a house, unit, land or commercial property? (You will need to provide proof)

Yes Give details No → Go to question 7

Full name	Address of property	Type of property	Value of property	Weekly Income from property
			\$	\$
			\$	\$

7. Do you or anyone in the application have any assets in the form of shares, or interest in a business? (You will need to provide proof)

Yes Give details No → Go to Consent & Declaration section

Full name	Asset (Shares or Business Interest)	Value
		\$
		\$

Consent and Declaration

Under the *Housing Act 2001*, the *Privacy and Personal Information Protection Act 1998* and the *Health Records and Information Privacy Act 2002*, your consent is needed before Housing NSW can exchange your personal information (including health information) with another party unless required or authorised by law to do so.

Under the *Housing Act 2001* a fine up to \$2,200 and/or three months imprisonment applies for making a false statement or representation. Housing NSW may refuse further assistance or prosecute anyone who wilfully makes any false statements as a result of which they obtain accommodation or other financial benefit of any kind.

Housing NSW may formulate a policy for the granting of subsidies or the waiver of rents. In accordance with such policies, Housing NSW may grant a subsidy or waive rent in its absolute discretion.

Please read and sign the consent and the declaration below

Consent & Authority

- I authorise Housing NSW to confirm information provided by me with any third party and or any such third party to provide Housing NSW any relevant documentation or information sought by Housing NSW when determining or supporting this application.

Declaration

- I understand the instructions given on this application form.
- To the best of my knowledge, the information provided in this form is correct.
- I understand there are penalties for giving false or misleading information.
- I understand that I must notify Housing NSW within 28 days of any change in the income, assets and/or people in my household.

Full name (please print)

Signature

Date

Declaration from person assisting tenant

Is there another person helping you to fill out this form?

Yes

No

↓
If yes, that person should read and sign the declaration below

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

Full name (please print)

Signature

Date

Contact phone number