



Rent Subsidy Application

Please print in BLOCK LETTERS with a black or blue pen

Use this form to apply for a rent subsidy from the Department of Family and Community Services (FACS Housing). For information or assistance with this form, phone **1800 422 322**.

Providing proof of income

Proof of income **must** be provided for the head tenant and partner, and for every person in the household 18 years old or older.

For further information, refer to the Evidence Requirements Information for a Rent Subsidy Application located at the end of this form.

T File number	Client reference number	Payment reference number
<input type="text"/>	<input type="text"/>	<input type="text"/>

Your details

Title
Mr, Mrs, Ms, Miss

Last name or family name

Given name(s)

Your address

Unit/House number Street/Avenue

Town/Suburb Postcode

Home phone Mobile

Email

Is this an Aboriginal Housing Office property? Yes No

Household, Income and Assets details

1. Are you a new tenant? Yes go to Question 3 No → go to next question

2. Are you completing this form because of a change to your: income, the people living in your household or any other circumstances? Yes go to Question 2a No → go to Question 3

2a. What has changed and when did this change start? Household Income Assets

Details of change	Date of change
	DD / MM / YYYY
	DD / MM / YYYY
	DD / MM / YYYY
	DD / MM / YYYY

3. List all people in the household

You are required to list each type of income you or your household members receive.

Attach proof of income

Refer to the *Evidence Requirements Information for a Rent Subsidy Application* located at the end of this form.

Full name	Date of birth	Relationship to tenant	Centrelink Reference Number (if applicable)	Income type (e.g. Wages, Newstart, Age pension, Child Support etc)	Gross amount of income per week
	DD / MM / YYYY	Tenant			
	DD / MM / YYYY				
	DD / MM / YYYY				
	DD / MM / YYYY				
	DD / MM / YYYY				
	DD / MM / YYYY				
	DD / MM / YYYY				
	DD / MM / YYYY				
	DD / MM / YYYY				

4. Are you or anyone in the household operating a business?

Attach proof

Refer to Item 4 on the *Evidence Requirements Information for a Rent Subsidy Application* located at the end of this form

Yes
↓
give details

No → Go to Question 5

Name of business

Australian Business Number (ABN)

Purpose of business

5. Do you or anyone in the household pay child support?

Refer to Item 5 on the *Evidence Requirements Information for a Rent Subsidy Application* located at the end of this form

Yes
↓
give details of how much is paid each week

No → Go to Question 6

\$

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

6. Do you or anyone in the household own or part own ANY property including a house, unit, land or commercial property, either in Australia or overseas?

Complete the Land and Property Ownership Form
Refer to Item 6 on the *Evidence Requirements Information for a Rent Subsidy Application* located at the end of this form

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 household have any savings or term deposits?

Yes
↓
give details

No → go to Question 8

List each type of asset you or a household member owns

Refer to Item 7 on the *Evidence Requirements Information for a Rent Subsidy Application* located at the end of this form

Account Holder	Financial Institution	BSB	Account Number	Value
				\$
				\$
				\$

8. Do you or anyone in your household have financial investments or shares?

Yes
↓
give details

No → go to Question 9

Attach Proof

Refer to Item 7 on the *Evidence Requirements Information for a Rent Subsidy Application* located at the end of this form

Full Name	Investment Type	Value
		\$
		\$
		\$

9. Do you or anyone in your household have any other income?

Yes
↓
give details

No

Attach Proof

Refer to Item 10 on the *Evidence Requirements Information for a Rent Subsidy Application* located at the end of this form

Income Confirmation Scheme Consent

Please read and sign the consent and the declaration below.

- I authorise FACS Housing to use Centrelink Confirmation eServices to perform an enquiry of my Centrelink Customer details in order to determine if I qualify for a FACS Housing service.
- I authorise Centrelink to provide the results of that enquiry to FACS Housing.
- I understand that Centrelink will disclose my personal information including my name, address, payment type, payment status, income, assets, one-off payments, deductions and shared care arrangements to FACS Housing who will use this information to confirm my eligibility for FACS Housing services.
- I understand that this consent, once signed, remains valid while I am a customer of FACS Housing unless I withdraw it by contacting FACS or Centrelink.
- I understand that if I withdraw my consent or do not alternatively provide proof of my circumstances/details, I may not be eligible for services provided by FACS Housing.

Family name	Given name(s)	Date of birth	Centrelink 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 the Centrelink Confirmation eServices is available from Centrelink or on Centrelink’s website at www.humanservices.gov.au

Important:

Please ensure that you advise FACS Housing in writing within 28 days of any changes to the occupants of the household, or any changes to the income or assets of any person in the household.

This is required even if you have given Income Confirmation Scheme consent, or told Centrelink.

FACS Privacy Notice

This privacy notice applies to the Department of Family and Community Services (FACS) which includes the following entities: the Land and Housing Corporation and the Aboriginal Housing Office. FACS and its related entities comply with NSW privacy legislation when collecting and managing personal and health information. The information we collect from you or from an authorised third party will be held by FACS or the entity that collects it. It will be used to deliver services and to meet our legal responsibilities. We may also use your information within FACS as a whole to plan, coordinate and improve the way we provide services. FACS is also legally authorised to disclose information to outside bodies in certain circumstances.

Further information about your privacy rights can be found on the Department's website: www.facs.nsw.gov.au/site_information/privacy or by calling: 02 9377 6000.

Notice and Declarations

Under the *Housing Act 2001* a fine of up to \$2,200 and/or three months imprisonment applies for making a false statement or representation, or with the intention of retaining or continuing to obtain a benefit to which the person knows that they are not entitled, fail to notify FACS of any relevant changes of circumstances, within 28 days of the change occurring. FACS 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.

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

Declaration

- I authorise FACS to confirm information provided by me with any third party and or any such third party to provide FACS any relevant documentation or information sought by FACS when determining or supporting this application.
- 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 FACS within 28 days of any change in the income, assets and/or people in my household.

Title	<input type="text"/>
Mr, Mrs, Ms, Miss	
Last name or family name	<input type="text"/>
First and middle name(s)	<input type="text"/>
Signature	<input type="text"/>
Date	<input type="text" value="DD/MM/YYYY"/>

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

Yes
that person should
read and sign the
declaration below

No

Declaration from the person assisting or completing this application on behalf of the tenant

- I have filled out this form on the basis of the information the tenant gave me.
- I have read out the form and the answers (including the section headed Notice and Declarations) to the tenant who seemed to understand them.
- I understand there are penalties for giving false or misleading information.

Title	<input type="text"/>
Mr, Mrs, Ms, Miss	
Last name or family name	<input type="text"/>
First and middle name(s)	<input type="text"/>
Signature	<input type="text"/>
Date	<input type="text" value="DD/MM/YYYY"/>
Phone	<input type="text"/>

Evidence Requirements Information Sheet for a Rent Subsidy Application

You must provide evidence to support your application for a Rent Subsidy

Proof of income **must** be provided for the head tenant and partner and for every other person in the household 18 years or older.

Proof of income must be no more than 3 months old.

If receiving income from more than once source, evidence must be provided for each type of income.

Proof of income can include documents listed below. FACS may require further documentation or evidence to support the rent subsidy application. If you are unsure of what is required, please contact your Client Service Officer.

Note: We cannot complete an assessment of your rent subsidy application until we have all of the evidence required.

1. **Centrelink Income**
- Centrelink Income Statement, or
 - If you or a household member has provided consent for the Income Confirmation Scheme, we will accept Centrelink's advice about your benefit or allowance.
 - For any income in addition to the Centrelink benefit or allowance (e.g. wages, interest from savings, self employed), you must provide proof of that income.

2. **Income from Department of Veterans' Affairs**
- Statement from Department of Veterans' Affairs.

3. **Income from Employment**
- Employment Income Details form that has been completed by the employer and including the start date of employment.
 - Where acceptable to FACS, more than one payslip showing year to date earnings and other details as required in the FACS *Employment Income Details Form*.
 - Employer statement or letter including the employer's name and address, employment start date and end date (if applicable), the pay period start and end date, payment details including all deductions, allowances, salary sacrifices or fringe benefits, and the number of days without pay (if applicable).
- Note:**
- If a person has recently started working, they may be eligible for a Start Work Bonus. Ask your Client Service Officer for details.

4. **Income from a business (self-employed, partnership, or other business)**
- Profit and Loss Statement prepared by an accountant in the last six months, or
 - Taxation Return for the previous financial year.
- Note:**
- A taxation Notice of Assessment will **not** be accepted.
 - Each partner in a business who is also resident in the household must provide their individual documents relating to the business partnership.

5. **Child Support Payments**
- Provide documents for each person who makes or receives child support payments (maintenance or in-kind).
 - Income Confirmation Scheme (ICS) Consent Authority or Centrelink Income Statement showing the child support payments.
 - Letter from the Department of Human Services - Child Support Office showing the amount and frequency of payments made.
 - Documents showing details of any private arrangements.

6. **Property ownership/land/rent/commercial property/deceased estate/inheritance**
- Provide the following for you or each household member who owns or part owns property in Australian and/or overseas, or who has an interest in a deceased estate
- Complete the *Details of Land or Property Ownership* form.
 - Attach additional documents to demonstrate ownership details including a certified copy of Certificate of Title, a mortgage document, or other title document.
 - Attach additional documents showing percentage of ownership, the value or recent valuation, and any income received from the property.

7. **Bank Account, term deposit, or other financial assets (including interest from savings, cash, term deposits, dividends, annuities, managed investment funds, debentures, inheritance, capital gains)**
For people with more than one bank account or financial asset, evidence **must** be provided to show the value of each type of financial asset.
- Bank statement or account record showing at least the last 4 weeks of transactions.
 - Recent statement or letter from the investment organisation detailing the amount and type of income, annuity, managed funds, debentures, or shares held and dividend received.
 - A letter or statement from the investment or originating source, showing the organisation, date and source of funds, and disbursement arrangements.
- Note:**
- Include any funds held in any bank, credit union, or other financial institution, including accounts which you operate as a trustee.
 - Include any account used exclusively for funding from the National Disability Insurance Scheme (NDIS)
 - Include any accounts and assets held outside Australia
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8. **Superannuation or Self-managed superannuation fund**
- Current letter or statement from the superannuation fund including payment amount and the payment period start and end date.
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9. **Overseas pension**
- As provided through the Centrelink Income Confirmation Scheme (ICS).
 - Current letter or statement from the overseas government translated, and detailing the amount and type of income received.
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10. **Other income**
- Workers Compensation: letter or statement from Work Cover or insurance provider detailing the amount and frequency of any income, including any lump sum payment received.
 - Trust and Trustee: letter or documentations relating to Trust and Trustee arrangements, including details of trust beneficiaries.
 - Scholarships/study grants: letter from university or other organisation with details of scholarships, study grants, or prizes received.
 - Lottery or other prizes: letter or statement from organisation.
 - Crowd funding: contact your Client Service Officer for further information.
 - Other income: letter or statement from any other organisation or income provider detailing the amount, type, and frequency of any other income received.