

EXPLANATION FOR APPLICANTS

Only complete this APPLICATION if You are sure that You want to enter into a Residential Tenancy Agreement with the Lessor of the Premises

The Lessor of the Premises is attempting to locate the most suitable tenant; that is a tenant who pays the rent on time and takes good care of the Premises.

To enable the Lessor of the Premises to determine in their opinion, who is the most suitable person, the Lessor's Property Manager requires some background information about You.

The form "APPLICATION TO ENTER INTO RESIDENTIAL TENANCY AGREEMENT" is not the Residential Tenancy Agreement.

The purpose of this form is:

First, to inform the Lessor of Your details, and Your requirements for the Residential Tenancy Agreement; for example, if You wish to have pets at the Premises.

Second, to inform You of the Lessor's or Property Manager's usual use of one or more residential tenancy databases.

Third, to inform You of the money that is required to be paid prior to taking possession of the Premises; for example, the value of the Security Bond (which may be up to 4 weeks rent), the Pet Bond (which can be up to \$260) and the initial Rent payment (which can be 2 weeks rent in advance).

Fourth, to make You aware of the terms of the Residential Tenancy Agreement (including special conditions) associated with the Lease if Your Application is accepted.

Summary of what will happen if You apply to enter into a Residential Tenancy Agreement with the Lessor

Your action if You wish to apply for the Residential Tenancy Agreement:	<ol style="list-style-type: none"> 1. Complete this Application. 2. Submit this Application to the Property Manager together with any Option Fee that may be requested by the Property Manager.
Lessor's action if You do not succeed with Your Application:	<ol style="list-style-type: none"> 3. If You are not the successful applicant and have paid an Option Fee, the Option Fee will be refunded to You within 7 days of the decision.
Lessor's action if You succeed with Your Application:	<ol style="list-style-type: none"> 4. If You are the successful applicant, the Lessor will provide You with a proposed Residential Tenancy Agreement for the Premises which will grant You the option of entering into a Residential Tenancy Agreement.
What You will then need to do if You are the successful Applicant:	<ol style="list-style-type: none"> 5. If You sign the Residential Tenancy Agreement, comply with all the stipulated requirements for the creation of the Residential Tenancy Agreement set out in Part C of the document, and the Lessor (or the Property Manager) sign the document, a binding Residential Tenancy Agreement will exist between You and the Lessor. In the case of where an Option Fee has been paid there will be no need for the Lessor (or Property Manager) to sign the document for a binding Residential Tenancy Agreement to exist. 6. If any of the events mentioned in clause 5 of this Summary above do not occur the ramifications of that are set out below in clause 18 of Part B of this Application.

FOR: Premises Address:

Address 1			
Address 2			
Suburb		State	Postcode

FROM: Proposed Tenants' Names:

	Given Name(s)	Family Name
Tenant 1		
Tenant 2		
Tenant 3		
Tenant 4		

TO: The Property Manager:

Agency Name	QUESTUS REALTY		
Address	105 Railway Road, Subiaco, WA, 6008		
Telephone	(08) 9489 4444	Facsimile	(08) 9381 4963
E-mail	leasing@questusrealty.com.au		

application to enter into residential tenancy agreement

PART A (TO BE COMPLETED BY PROPERTY MANAGER)

1. Premises

Address 1

Address 2

Suburb

State

Postcode

2. Rent \$ per week

3. Option Fee (if applicable) \$

4. If You are the successful applicant, and wish to enter into a Residential Tenancy Agreement with the Lessor, You will be required to pay the following money to the Property Manager:

REQUIRED MONEY

(a) Security bond of \$

(b) Pet bond (if applicable) \$

(c) First two weeks rent \$

(d) Less Option Fee (if paid) \$

(e) **Total** \$

application to enter into residential tenancy agreement



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PART B (TO BE COMPLETED BY YOU)

NOTE: This document is not a Residential Tenancy Agreement and does not grant any right to occupy the Premises

INFORMATION FROM "YOU" (the proposed tenant or tenants)

TENANCY DETAILS

5. You require the tenancy for a period of months from to
6. At a rent of \$ per week
7. Total number of persons to occupy the Premises Adults Children Ages
8. Pets - Type of Pet Breed Number Age
Type of Pet Breed Number Age
9. Do You intend applying for a residential tenancy bond from a State Government Department? Yes No
If Yes, \$ Branch:
10. Bank account details for refund of Option Fee (if applicable)
Bank: BSB:
Account No.: Account Name:
11. Any Special Conditions requested by You:

NOTE: The Lessor is not obliged to accept any of the Your Special Conditions.

12. The address at which You wish to receive the Residential Tenancy Agreement if You are successful and/or notices relating to tenancy
Email (optional):
Fax (optional):
Postal address (required):

PO Box		Town/City		Postcode	
Address 1					
Address 2					

13. You declare that You are not bankrupt and that all of the information supplied in this Application is true and correct and is not misleading in anyway.
14. You acknowledge that, having inspected the Premises, You will accept possession of the Premises in the condition it was in as at the date of inspection.
15. By Signing this application You are making an application to lease the Premises. The Lessor may or may not send You a proposed Residential Tenancy Agreement for the Premises.
16. If You are the successful applicant, the Lessor will send You a proposed Residential Tenancy Agreement for the Premises which will contain information about pre-requisites for the creation of a binding Residential Tenancy Agreement. The Residential Tenancy Agreement will be comprised of Parts A, B and C. Parts A and B can be viewed on reiwa.com.au. Part C will also include additional terms agreed to by the parties, a draft of which is attached to this Application.
17. If a sum for an Option Fee is stipulated in Part A, You must pay that Option Fee to the Property Manager at the same time You make this application. The Option Fee must be paid by You by cash or cheque. If You are not the successful applicant and have paid an Option Fee, the Option Fee will be refunded to You by way of an electronic transfer to Your bank account details set out in Part B within 7 days of the decision.

application to enter into residential tenancy agreement



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18. If You are the successful application the Lessor will provide You with a proposed Residential Tenancy Agreement for the Premises which will grant You the option of entering into a Residential Tenancy Agreement:
- (a) if You sign the Residential Tenancy Agreement, comply with all the stipulated requirements for the creation of a binding Residential Tenancy Agreement as set out in Part C of the document (eg returning the document to the Property Manager by the stipulated time, paying full stipulated rental and bond); and:
 - (i) if an Option Fee has been paid THEN a binding Residential Tenancy Agreement will exist between You and the Lessor and any Option Fee will be refunded to You or applied towards the rent; or
 - (ii) if no Option Fee has been paid and if neither the Lessor nor the Property Manager sign the document THEN no binding Residential Tenancy Agreement will exist between You and the Lessor; or
 - (iii) if no Option Fee has been paid and if the Lessor (or the Property Manager) signs the document, THEN a binding Residential Tenancy Agreement will exist between You and the Lessor.
 - (b) if You do not sign the Residential Tenancy Agreement or if You do not comply with the pre-requisites for the existence of the Residential Tenancy Agreement You will not have entered into a binding Residential Tenancy Agreement, the option for You to enter such an agreement will lapse, and any Option Fee paid by You will be forfeited to the Lessor.

Note: Under the Residential Tenancy Act 1987 agreements to lease do not have to be in writing and may be entered verbally or by conduct. This clause 18 does not purport to remove any right of parties to reach non-written agreements. However, if the parties wish to enter an agreement on the terms set out in this form, the pre-requisites set out above must be met in order for the lease to exist.

19. YOU MUST UNDERSTAND THAT IF YOU ARE THE SUCCESSFUL APPLICANT AND THE LESSOR PROVIDES YOU WITH A PROPOSED RESIDENTIAL TENANCY AGREEMENT BUT YOU DO NOT COMPLY WITH PRE-REQUISITES FOR THE EXISTENCE OF A BINDING RESIDENTIAL TENANCY AGREEMENT, SET OUT IN PART C OF THE RESIDENTIAL TENANCY AGREEMENT (INCLUDING SIGNING THE RESIDENTIAL TENANCY AGREEMENT, RETURNING IT TO THE PROPERTY MANAGER BY THE STIPULATED TIME, PAY ANY STIPULATED RENTAL IN ADVANCE, SECURITY BOND AND / OR PET BOND) NO RESIDENTIAL TENANCY AGREEMENT WILL COME INTO EXISTENCE AND THE LESSOR MAY ENTER INTO A RESIDENTIAL TENANCY AGREEMENT WITH ANOTHER PERSON.

20. DEFINITIONS

- (a) "Act" means the *Residential Tenancies Act 1987* including any amendments.
 - "Application" means this Application to enter into a Residential Tenancy Agreement.
 - "Business Day" means any day except a Sunday or public holiday in Western Australia.
 - "Lessor" means the person/entity with the authority to lease the Premises.
 - "Option Fee" means a payment as referred to in section 27(2)(a) of the Act. The amount of the Option Fee is specified in Part A of this application. The amount of the Option Fee is capped as follows:
 - (i) where the weekly rental under the Residential Tenancy Agreement is \$500 or less, an Option Fee of up to \$50 is payable;
 - (ii) where the weekly rental under the Residential Tenancy Agreement exceeds \$500, an Option Fee of up to \$100 is payable;
 - (iii) where the Residential Tenancy Agreement is for residential premises south of the 26th parallel of south latitude and the weekly rent is \$1,200 or more, an Option Fee of up to \$1,200 is payable.
 - "Premises" means the address specified on the first page of this document. Any items included or excluded will appear in Part A of the proposed Residential Tenancy Agreement.
 - "Property Manager" means the real estate agent appointed by the Lessor to lease and manage the Premises.
 - "Residential Tenancy Agreement" means an agreement in writing in the form prescribed by the Act, comprising of Parts A, B and C. Part C will include additional special conditions as agreed between the parties.
 - "You" or "Your" means the person or persons making the Application to Lease the Premises.
 - (b) All acts and things that the Lessor is required or empowered to do may be done by the Lessor or their Property Manager.
21. You agree that for the purpose of this Application, the Lessor or Property Manager may make enquiries of the persons given as referees, next of kin or emergency contacts provided by You, and also make enquiries of such other persons or agencies as the Lessor may see fit.

The personal information You give in this Application or collected from other sources is necessary for the Lessor or Property Manager to verify Your identity, to process and evaluate the Application, to manage the tenancy and to conduct the Property Manager's business. Personal information collected about You in this Application and during the course of the tenancy if the Application is successful may be disclosed for the purpose for which it was collected to other parties including to the Lessor, referees, other Property Managers, prospective lessors, third party operators of residential tenancy databases, and prospective buyers of the Premises. Information already held on residential tenancy databases may also be disclosed to the Property Manager or Lessor.

If You enter into the Residential Tenancy Agreement or You fail to comply with Your obligations under any Residential Tenancy Agreement that fact and other relevant personal information collected about You during the course of this Application (including information provided separately to this application) or the Residential Tenancy Agreement may also be disclosed to the Lessor, third party operators of tenancy reference databases (to the extent permitted by law), other Property Managers, prospective lessors and prospective buyers of the Premises.

If You would like to access the personal information the Lessor or Property Manager holds, You can do so by contacting the Property Manager. See also the attached notice regarding use of residential tenancy databases.

You can also correct this information if it is inaccurate, incomplete or out-of-date. If the information in this Application, is not provided, the Property Manager may not be able to process the Application, or the Residential Tenancy Agreement properly or manage the tenancy properly.

Name:

	Given Name(s)	Family Name
Tenant 1		
Tenant 2		
Tenant 3		
Tenant 4		

Signature:

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NOTICE OF USE OF ONE OR MORE RESIDENTIAL TENANCY DATABASES Section 82C - Residential Tenancies Act 1987

1. It is the Property Manager's usual practice to use one or more residential databases for the purpose of checking an applicant's tenancy history.
2. The name of each residential tenancy database the Property Manager or Lessor usually uses, or may use, for deciding whether a residential tenancy agreement should be entered into with a person are set out below.
3. The contact details for the database operator(s) who operates the database(s) used by the PM as referred to above are as follows:

(a) **TICA** (strike out if inapplicable)

- (i) **Address:** PO Box 120, Concord NSW 2137
- (ii) **Telephone:** 190 222 0346. Calls are charged \$5.45 per minute including GST (higher for mobile or pay phones)
- (iii) **Facsimile:** (02) 9743 4844
- (iv) **Website:** www.tica.com.au

(b) **National Tenancy Database** (strike out if inapplicable)

- (i) **Address:** GPO Box 13294, George Street 120, Brisbane QLD 4003
- (ii) **Telephone:** 1300 563 826
- (iii) **Facsimile:** (07) 3009 0619
- (iv) **Email:** info@ntd.net.au
- (v) **Website:** www.ntd.net.au

(c) **Other Databases** (if applicable)

- (i) **Name:**
- (ii) **Address:**
- (iii) **Telephone:**
- (iv) **Facsimile:**
- (v) **Email:**
- (vi) **Website:**

4. The applicant may obtain information from the database operator in the following manner:

(a) as to TICA:

- (i) Postal and fax application forms can be downloaded from www.tica.com.au. Information regarding application fees can be found on the application form;

(b) as to the National Tenancy Database:

- (i) A request for rental history file can be downloaded from www.ntd.net.au. A link to the form can be found under the tab "For Tenants".
- (ii) A request for rental history may be submitted by post, fax or email.

(c) as to

- (i)
-

NOTE: This notice is required to be given regardless of whether the Property Manager intends to conduct a search on the particular applicant.

application to enter into residential tenancy agreement

YOUR (First Person's) PARTICULARS										
Given Name(s)						Family Name				
Address 1										
Address 2										
Suburb						State		Postcode		
Phone No	Work				Mobile			Home		
Email										
Date of Birth		Place of Birth				Family Name at Birth			Australian Citizen	<input type="checkbox"/> Yes <input type="checkbox"/> No

DOCUMENTS TO CONFIRM YOUR IDENTITY

Drivers Licence No				State		Passport No				
Other ID										
Proof of Identification (licence number/bankcard etc)										
Vehicle Type & Registration No										
Anything else to support Your Application										

Smoker Yes No

Personal References	a) NAME					TELEPHONE				
	b) NAME					TELEPHONE				

(i) Name of current lessor or managing agent to whom rent is paid

					Phone No					
Address										
Rental Paid	\$				Period Rented From			To		
Reason for leaving										

(ii) Previous address of Applicant

Name of previous lessor or managing agent to whom rent was paid										
					Phone No					
Address										
Rental Paid	\$				Period Rented From			To		
Reason for leaving										

(iii) Occupation

					(Note: Your Employer may be contacted to verify employment)					
Employer					Phone No					
Period of Employment					Wage	\$				
If less than 12 months, name and address of previous employer										
Explanation if no employment:										

(iv) Next of Kin (Note: These people may be contacted to verify particulars)

First Next of Kin	NAME					TELEPHONE				
	ADDRESS									
Second Next of Kin	NAME					TELEPHONE				
	ADDRESS									
Emergency Contact (name and address and telephone) [Note: These people may be contacted to verify particulars.]										
First Contact	NAME					TELEPHONE				
	ADDRESS									
Second Contact	NAME					TELEPHONE				
	ADDRESS									

application to enter into residential tenancy agreement

YOUR (Second Person's) PARTICULARS									
Given Name(s)						Family Name			
Address 1									
Address 2									
Suburb						State		Postcode	
Phone No	Work				Mobile			Home	
Email									
Date of Birth		Place of Birth				Family Name at Birth			Australian Citizen <input type="checkbox"/> Yes <input type="checkbox"/> No

DOCUMENTS TO CONFIRM YOUR IDENTITY

Drivers Licence No		State		Passport No	
Other ID					
Proof of Identification (licence number/bankcard etc)					
Vehicle Type & Registration No					
Anything else to support Your Application					

Smoker Yes No

Personal References	a) NAME		TELEPHONE	
	b) NAME		TELEPHONE	

(i) Name of current lessor or managing agent to whom rent is paid

	Phone No	
Address		
Rental Paid	\$	
Period Rented From		To
Reason for leaving		

(ii) Previous address of Applicant

	Phone No	
Address		
Rental Paid	\$	
Period Rented From		To
Reason for leaving		

(iii) Occupation

	(Note: Your Employer may be contacted to verify employment)	
Employer		Phone No
Period of Employment		Wage \$
If less than 12 months, name and address of previous employer		
Explanation if no employment:		

(iv) Next of Kin (Note: These people may be contacted to verify particulars)

First Next of Kin	NAME		TELEPHONE	
	ADDRESS			
Second Next of Kin	NAME		TELEPHONE	
	ADDRESS			
Emergency Contact (name and address and telephone) [Note: These people may be contacted to verify particulars.]				
First Contact	NAME		TELEPHONE	
	ADDRESS			
Second Contact	NAME		TELEPHONE	
	ADDRESS			

application to enter into residential tenancy agreement

YOUR (Third Person's) PARTICULARS									
Given Name(s)						Family Name			
Address 1									
Address 2									
Suburb						State		Postcode	
Phone No	Work				Mobile			Home	
Email									
Date of Birth		Place of Birth				Family Name at Birth			Australian Citizen <input type="checkbox"/> Yes <input type="checkbox"/> No

DOCUMENTS TO CONFIRM YOUR IDENTITY

Drivers Licence No		State		Passport No	
Other ID					
Proof of Identification (licence number/bankcard etc)					
Vehicle Type & Registration No					
Anything else to support Your Application					

Smoker Yes No

Personal References

a) NAME TELEPHONE

b) NAME TELEPHONE

(i) Name of current lessor or managing agent to whom rent is paid Phone No

Address

Rental Paid \$ Period Rented From To

Reason for leaving

(ii) Previous address of Applicant

Name of previous lessor or managing agent to whom rent was paid Phone No

Address

Rental Paid \$ Period Rented From To

Reason for leaving

(iii) Occupation (Note: Your Employer may be contacted to verify employment)

Employer Phone No

Period of Employment Wage \$

If less than 12 months, name and address of previous employer

Explanation if no employment:

(iv) Next of Kin (Note: These people may be contacted to verify particulars)

First Next of Kin NAME TELEPHONE

ADDRESS

Second Next of Kin NAME TELEPHONE

ADDRESS

Emergency Contact (name and address and telephone) [Note: These people may be contacted to verify particulars.]

First Contact NAME TELEPHONE

ADDRESS

Second Contact NAME TELEPHONE

ADDRESS

application to enter into residential tenancy agreement

YOUR (Fourth Person's) PARTICULARS									
Given Name(s)						Family Name			
Address 1									
Address 2									
Suburb						State		Postcode	
Phone No	Work				Mobile			Home	
Email									
Date of Birth		Place of Birth				Family Name at Birth			Australian Citizen <input type="checkbox"/> Yes <input type="checkbox"/> No

DOCUMENTS TO CONFIRM YOUR IDENTITY

Drivers Licence No		State		Passport No	
Other ID					
Proof of Identification (licence number/bankcard etc)					
Vehicle Type & Registration No					
Anything else to support Your Application					

Smoker Yes No

Personal References

a) NAME TELEPHONE

b) NAME TELEPHONE

(i) Name of current lessor or managing agent to whom rent is paid

Phone No

Address

Rental Paid \$ Period Rented From To

Reason for leaving

(ii) Previous address of Applicant

Name of previous lessor or managing agent to whom rent was paid

Phone No

Address

Rental Paid \$ Period Rented From To

Reason for leaving

(iii) Occupation (Note: Your Employer may be contacted to verify employment)

Employer Phone No

Period of Employment Wage \$

If less than 12 months, name and address of previous employer

Explanation if no employment:

(iv) Next of Kin (Note: These people may be contacted to verify particulars)

First Next of Kin NAME TELEPHONE

ADDRESS

Second Next of Kin NAME TELEPHONE

ADDRESS

Emergency Contact (name and address and telephone) [Note: These people may be contacted to verify particulars.]

First Contact NAME TELEPHONE

ADDRESS

Second Contact NAME TELEPHONE

ADDRESS

application to enter into residential tenancy agreement

National Rental Affordability Scheme

- 1) The premises are let under the National Rental Affordability Scheme Act 2008 (Cth) (NRAS) and as such the tenant understands that the eligibility criteria must be met to qualify for housing under the scheme.
- 2) Eligibility is assessed using household income details over a twelve month period immediately preceding the tenancy commencement date. It is essential that the tenant supply to the lessor, at least annually, details of their household income in order for eligibility to be assessed.
- 3) Under NRAS the tenant must notify the lessor if the household income varies after the initial eligibility assessment is completed and / or after the tenancy has commenced. Details of the variation must be communicated to the lessor to assess ongoing eligibility.
- 4) Should the household income exceed eligibility limits under NRAS then the lessor will assess ongoing eligibility for the premises in accordance with the requirements of NRAS Regulations 2008 (Cth). The tenant understands that this may mean this agreement is not renewed and they will have to vacate the premises at the end of the fixed term tenancy. Should this be the case, the tenant will be given notice to vacate in accordance with this agreement and in accordance with the Act.
- 5) The Tenant acknowledges and agrees that it will be requested periodically to complete Tenant Demographic Assessment forms. These forms must be returned to the lessor within 7 days of the request, along with supporting income documentation, for all persons residing in the premises.
- 6) The tenant acknowledges that income documentation, as well as a completed Tenant Demographic Assessment forms will be supplied to the Australian Government by the lessor, to confirm the tenants eligibility under NRAS

**By Signing this document You are making an application to enter into a Residential Tenancy Agreement in relation to the Premises.
Your Application may or may not be successful.**

Your Signature (**First Person**) Date

Your Signature (**Second Person**) Date

Your Signature (**Third Person**) Date

Your Signature (**Fourth Person**) Date



HOUSEHOLD INCOME QUESTIONNAIRE

OFFICE USE ONLY
Dwelling ID: _____ Assessment Date: _____

TENANT 1 NAME: _____

WAGES (GROSS) <i>Please attached 4 x most recent pay slips and PAYG Summary</i>	Pay slip 1 \$ _____ Pay slip 2 \$ _____ Pay slip 3 \$ _____ Pay slip 4 \$ _____	Date began working: _____
---	--	---------------------------

Frequency (select one): Weekly/ Fortnightly/ Monthly/ Annually

CENTRELINK <i>Please attach Centrelink Income Statement and financial year summary</i>	Total amount received \$ _____ Fortnightly
	Date of grant: _____

BANK INTEREST <i>Please attach bank statement</i>	Total interest \$ _____ Annually
---	----------------------------------

CHILD SUPPORT/ MAINTENANCE <i>Please attach Child Support Statement</i>	Total maintenance \$ _____ Annually
---	-------------------------------------

FOREIGN PENSIONS <i>Please attach Statement</i>	Total pensions \$ _____ Annually
---	----------------------------------

FOREIGN INCOME <i>As required</i>	Total amount received \$ _____ Annually
---	---

FINANCIAL SUPPORT <i>Please attach Statutory Declaration stating amount received (i.e. food, clothes, rent, etc.)</i>	Total support \$ _____ Annually
---	---------------------------------

BUSINESS INCOME <i>Please attach letter from accountant/tax return/BAS statements</i>	Total amount received \$ _____ Annually
---	---

OTHER INCOME <i>As required (i.e. rental income, scholarships, dividends, superannuation, etc.)</i>	Total income \$ _____ Annually
	Source of income: _____

TOTAL ANNUAL GROSS INCOME \$ _____



**QUESTUS
REALTY**

HOUSEHOLD INCOME QUESTIONNAIRE

OFFICE USE ONLY
Dwelling ID: _____ Assessment Date: _____

TENANT 2 NAME:

WAGES (GROSS) <i>Please attached 4 x most recent pay slips and PAYG Summary</i>	Pay slip 1 \$ _____	Date began working: _____
	Pay slip 2 \$ _____	
	Pay slip 3 \$ _____	
	Pay slip 4 \$ _____	

Frequency (select one): Weekly/ Fortnightly/ Monthly/ Annually
--

CENTRELINK <i>Please attach Centrelink Income Statement and financial year summary</i>	Total amount received \$ _____ Fortnightly
	Date of grant: _____

BANK INTEREST <i>Please attach bank statement</i>	Total interest \$ _____ Annually
---	----------------------------------

CHILD SUPPORT/ MAINTENANCE <i>Please attach Child Support Statement</i>	Total maintenance \$ _____ Annually
---	-------------------------------------

FOREIGN PENSIONS <i>Please attach Statement</i>	Total pensions \$ _____ Annually
---	----------------------------------

FOREIGN INCOME <i>As required</i>	Total amount received \$ _____ Annually
---	---

FINANCIAL SUPPORT <i>Please attach Statutory Declaration stating amount received (i.e. food, clothes, rent, etc.)</i>	Total support \$ _____ Annually
---	---------------------------------

BUSINESS INCOME <i>Please attach letter from accountant/tax return/BAS statements</i>	Total amount received \$ _____ Annually
---	---

OTHER INCOME <i>As required (i.e. rental income, scholarships, dividends, superannuation, etc.)</i>	Total income \$ _____ Annually
	Source of income: _____

TOTAL ANNUAL GROSS INCOME \$ _____



**QUESTUS
REALTY**

HOUSEHOLD INCOME QUESTIONNAIRE

OFFICE USE ONLY
Dwelling ID: _____ Assessment Date: _____

TENANT 3 NAME:

WAGES (GROSS) <i>Please attached 4 x most recent pay slips and PAYG Summary</i>	Pay slip 1 \$ _____	Date began working: _____
	Pay slip 2 \$ _____	
	Pay slip 3 \$ _____	
	Pay slip 4 \$ _____	

Frequency (select one): Weekly/ Fortnightly/ Monthly/ Annually
--

CENTRELINK <i>Please attach Centrelink Income Statement and financial year summary</i>	Total amount received \$ _____ Fortnightly
	Date of grant: _____

BANK INTEREST <i>Please attach bank statement</i>	Total interest \$ _____ Annually
---	----------------------------------

CHILD SUPPORT/ MAINTENANCE <i>Please attach Child Support Statement</i>	Total maintenance \$ _____ Annually
---	-------------------------------------

FOREIGN PENSIONS <i>Please attach Statement</i>	Total pensions \$ _____ Annually
---	----------------------------------

FOREIGN INCOME <i>As required</i>	Total amount received \$ _____ Annually
---	---

FINANCIAL SUPPORT <i>Please attach Statutory Declaration stating amount received (i.e. food, clothes, rent, etc.)</i>	Total support \$ _____ Annually
---	---------------------------------

BUSINESS INCOME <i>Please attach letter from accountant/tax return/BAS statements</i>	Total amount received \$ _____ Annually
---	---

OTHER INCOME <i>As required (i.e. rental income, scholarships, dividends, superannuation, etc.)</i>	Total income \$ _____ Annually
	Source of income: _____

TOTAL ANNUAL GROSS INCOME \$ _____



The National Rental Affordability Scheme Tenant Consent Form

The National Rental Affordability Scheme ('NRAS' or 'the Scheme') seeks to address the shortage of affordable rental accommodation by offering a National Rental Incentive (the 'Incentive') to providers of new rental dwellings. The Incentive is offered on the condition that dwellings are rented to eligible low and moderate income households at a rate at least 20 per cent below market rates. By requiring a reduction on market rent of at least 20 per cent, the Scheme substantially improves dwelling affordability for tenants.

Tenant Consent Information

You are required to provide this document to prospective tenants. Each prospective tenant who is an adult must sign the Tenant Consent Form prior to entering into any lease or rental agreement for an NRAS property.

Why information is collected?

The Australian Government, as represented by the Department, gives your housing provider funding to offer affordable rental accommodation to eligible tenants.

Information about you, and your household, is collected by your housing provider for the Department to ensure your eligibility to rent a property under the National Rental Affordability Scheme, and to assist the Australian Government to find out who is accessing its services.

The more the Department can learn about who your housing provider rents their accommodation to, will better assist the Australian Government to direct resources to areas of need and improve its services.

What information is collected?

The information listed below is collected from you by your housing provider. By signing this form you are giving permission for your housing provider to give the following information to the Department:

- the length of your lease;
- the number of occupants in your dwelling;
- the ages of occupants;
- the composition of the household;
- sources and details of income earned; and
- occupation details.

The following questions are optional and will not affect your tenancy. If you do answer, the information will help us to continue to improve Australian Government services.

- whether you or anyone in the household identifies as being of Aboriginal or Torres Strait Islander descent; and
- whether you or anyone in the household identifies as a person with a disability.

You can ask your housing provider to give you a copy of the information that they have provided to the Department.

Protection of information

Your housing provider and the Department are required, to observe strict privacy rules which are contained in the Privacy Act 1988 (Cth). This means that they must:

- tell you why they need to collect your information (i.e. to enable the Department to assess your eligibility to lease an NRAS property and to provide additional information for assessing the rental programme);
- tell you what will happen to your information and who it will be given to (e.g. the Department and any other parties the Department determines appropriate to achieve the objectives listed above);
- store the information securely;
- only use the information for the purpose it was obtained; and
- only pass your information to other parties when the law allows, or we are directed to do so.

The information that is provided to the Department is stored in a secure manner.



Australian Government

Department of Social Services

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 name. This is so no one will be able to identify the information as belonging to you.

The other Government departments and researchers who are given access to the information must also observe the Information Privacy Principles 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 <https://www.dss.gov.au/privacy-policy>. The 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 housing provider

Your housing provider must verify that the gross annual income (income from all sources before tax is applied) of all occupants that reside in an NRAS property are within the household eligibility thresholds for your household type. The initial verification must be conducted prior to entering into the lease or rental agreement, and should be reviewed annually.

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

Your housing provider 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.

Your housing provider must provide an NRAS approved rental property at a rate of at least 20% below the assessed market rent of the property.

Your housing provider 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 increase in rent must ensure the rent charged is at least 20% below the market value rent for the property.

Your housing provider 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.



Dwelling Id:

Tenant Consent Form

Tenant Consent

The personal information you are asked to provide by your housing provider is collected to enable them to determine your eligibility to lease a property under the National Rental Affordability Scheme and to assist the Australian Government to find out more information as to who is accessing its services. Your housing provider will be required to provide your personal information to the Department and they may be required, from time to time, to pass some or all of your personal information to other government departments and researchers.

I (name of tenant)

Of (address)

hereby give consent for my 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. I acknowledge that 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 National Rental Affordability Scheme.

Tenant's signature

This consent form will be retained by your tenancy manager, and may be sighted by the Australian Government, in order to verify your eligibility to lease a property under the National Rental Affordability Scheme.



Housing Provider

Compliance with Information Privacy Principle 2

I (name of
authorising officer)

Of (housing provider)

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

- 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 National Rental Affordability Scheme; and
- as the housing provider I will be required, from time to time, to pass some or all of the tenant's personal information to the Australian Government, and may also be required to provide some or all of that information to other government departments and researchers as directed by the Australian Government.

Authorising Officer Signature



Australian Government
Department of Social Services

Lease

1. Dwelling ID number

2. Start and End Date of Current Lease

From

To

3. Vacancy/Unavailability period (optional)

From

To

4. New Leases dates

From

To

Or Ongoing

Rent

5. What date do changes to this TDA start from?

From

To

The most recent market value rent for the dwelling including the NRAS market rent index (CPI) if applicable

\$

The last rent charged for this dwelling was

\$

What is the current rent being charged?*

\$

Method of Valuation

<input type="checkbox"/>	Independent Valuation
<input type="checkbox"/>	NRAS Index

Age

6. What are the ages of all tenants in your household? * (Please Circle As Many As Applies)

Age

<<--Number of household residents-->>

a) 0- 4	1	2	3	4	5	6	7	8	9	10+
b) 5 - 17	1	2	3	4	5	6	7	8	9	10+
c) 18 – 54	1	2	3	4	5	6	7	8	9	10+
d) 55 & Over	1	2	3	4	5	6	7	8	9	10+

7. What was the gross annual household income before tax for the 12 months prior to entry into this dwelling?*

Currently, what is the gross household annual income before tax?*

\$



Australian Government
Department of Social Services

Income

8. What is the main source of income for each tenant in the household (please circle)

<<--Number of household residents-->>

a) Wages/Salaries (Private Sector)	1	2	3	4	5	6	7	8	9	10+
b) Wages/Salaries (Public Sector)	1	2	3	4	5	6	7	8	9	10+
c) Wages/Salaries (Community Sector)	1	2	3	4	5	6	7	8	9	10+
d) Government Pensions and Allowances	1	2	3	4	5	6	7	8	9	10+
e) Self Employed	1	2	3	4	5	6	7	8	9	10+
f) Superannuation or annuity	1	2	3	4	5	6	7	8	9	10+
g) Other Sources	1	2	3	4	5	6	7	8	9	10+

9. How many tenants are currently studying or training?

<<--Number of household residents-->>

a) Apprentices or Traineeships	1	2	3	4	5	6	7	8	9	10+
b) Primary or Secondary Students	1	2	3	4	5	6	7	8	9	10+
c) Tertiary students (university or technical college)	1	2	3	4	5	6	7	8	9	10+

Study / Work

10. How many tenants receive Commonwealth rental assistance?

<<--Number of household residents-->>
1 2 3 4 5 6 7 8 9 10+

11. What are the tenants main occupation? (please circle one only for each tenant).

a) Managers

<<--Number of household residents-->>

Chief Executives, General Managers & Legislators	1	2	3	4	5	6	7	8	9	10+
Farmers, Farm Managers	1	2	3	4	5	6	7	8	9	10+
Hospitality, Retail and Service Managers	1	2	3	4	5	6	7	8	9	10+
Specialist Managers	1	2	3	4	5	6	7	8	9	10+

b) Professionals

Arts and Media	1	2	3	4	5	6	7	8	9	10+
Business, Human Resources & Marketing Professionals	1	2	3	4	5	6	7	8	9	10+
Childcare Worker	1	2	3	4	5	6	7	8	9	10+
Design, Engineering, Science & Transport Professionals	1	2	3	4	5	6	7	8	9	10+
Education Professionals	1	2	3	4	5	6	7	8	9	10+
Health Professionals	1	2	3	4	5	6	7	8	9	10+
ICT Professionals	1	2	3	4	5	6	7	8	9	10+
Legal, social & Welfare Professionals	1	2	3	4	5	6	7	8	9	10+
Nurse	1	2	3	4	5	6	7	8	9	10+
Teacher	1	2	3	4	5	6	7	8	9	10+

* denotes mandatory question



c) Technicians and Trades Workers

Automotive and Engineering Trades Workers	1	2	3	4	5	6	7	8	9	10+
Construction Trades Workers	1	2	3	4	5	6	7	8	9	10+
Electrotechnology & Telecommunications Trades Workers	1	2	3	4	5	6	7	8	9	10+
Engineering, ICT & Science Technicians	1	2	3	4	5	6	7	8	9	10+
Food Trades Workers	1	2	3	4	5	6	7	8	9	10+
Other Technicians and Trades workers	1	2	3	4	5	6	7	8	9	10+
Skilled Animal & Horticultural Workers	1	2	3	4	5	6	7	8	9	10+

d) Community and Personal Service Workers

Carers & Aides	1	2	3	4	5	6	7	8	9	10+
Firefighter	1	2	3	4	5	6	7	8	9	10+
Health & Welfare Support Workers	1	2	3	4	5	6	7	8	9	10+
Hospitality Workers	1	2	3	4	5	6	7	8	9	10+
Paramedic	1	2	3	4	5	6	7	8	9	10+
Police Officer	1	2	3	4	5	6	7	8	9	10+
Protective Service Workers	1	2	3	4	5	6	7	8	9	10+
Sports & Personal Service Workers	1	2	3	4	5	6	7	8	9	10+

e) Clerical and Administrative Workers

Clerical & Office Support Workers	1	2	3	4	5	6	7	8	9	10+
General Clerical Workers	1	2	3	4	5	6	7	8	9	10+
Inquiry Clerks & Receptionists	1	2	3	4	5	6	7	8	9	10+
Numerical Clerks	1	2	3	4	5	6	7	8	9	10+
Office Managers & Program Administrators	1	2	3	4	5	6	7	8	9	10+
Other Clerical & Administrative Workers	1	2	3	4	5	6	7	8	9	10+
Personal Assistants & Secretaries	1	2	3	4	5	6	7	8	9	10+

f) Sales Workers

Sales Assistants & Salespersons	1	2	3	4	5	6	7	8	9	10+
Sales Representative & Agents	1	2	3	4	5	6	7	8	9	10+
Sales Support Workers	1	2	3	4	5	6	7	8	9	10+

g) Machinery Operators and Drivers

Machinery & Stationary Plant Operators	1	2	3	4	5	6	7	8	9	10+
Mobile Plant Operators	1	2	3	4	5	6	7	8	9	10+
Road and Rail Drivers	1	2	3	4	5	6	7	8	9	10+
Store persons	1	2	3	4	5	6	7	8	9	10+

Study / Work



Study / Work

Household

Household

h) Labourers

Cleaners & Laundry Workers	1	2	3	4	5	6	7	8	9	10+
Construction & Mining Labourers	1	2	3	4	5	6	7	8	9	10+
Factory Process Workers	1	2	3	4	5	6	7	8	9	10+
Farm, Forestry & Garden Workers	1	2	3	4	5	6	7	8	9	10+
Food Preparation Assistants	1	2	3	4	5	6	7	8	9	10+
Other Labourers	1	2	3	4	5	6	7	8	9	10+

i) Other

Other	1	2	3	4	5	6	7	8	9	10+
Retired	1	2	3	4	5	6	7	8	9	10+
Unemployed	1	2	3	4	5	6	7	8	9	10+

12. How many couples in the household? 0 1 2 3 4 5 6 7 8 9 10+

13. How many sole parents in the household?* 0 1 2 3 4 5 6 7 8 9 10+

14. How many independent minors in the household? * 0 1 2 3 4 5 6 7 8 9 10+

15. How many tenants in the household identify as being of Aboriginal and Torres Strait Island descent? 0 1 2 3 4 5 6 7 8 9 10+

16. How many tenants in the household identify as having a disability? 0 1 2 3 4 5 6 7 8 9 10+

17. Prior to this lease, what were the living arrangements of all household tenants? (please circle as many as applies)

<<--Number of household residents-->>

a) Home being purchased	1	2	3	4	5	6	7	8	9	10+
b) Home fully owned	1	2	3	4	5	6	7	8	9	10+
c) Homeless	1	2	3	4	5	6	7	8	9	10+
d) Living with Family or Friends	1	2	3	4	5	6	7	8	9	10+
e) Other	1	2	3	4	5	6	7	8	9	10+

Commonwealth of Australia
STATUTORY DECLARATION
Statutory Declarations Act 1959

1 *Insert the name, address and occupation of person making the declaration*

I,¹

make the following declaration under the *Statutory Declarations Act 1959*:

2 *Set out matter declared to in numbered paragraphs*

2

I understand that a person who intentionally makes a false statement in a statutory declaration is guilty of an offence under section 11 of the *Statutory Declarations Act 1959*, and I believe that the statements in this declaration are true in every particular.

3 *Signature of person making the declaration*

3

4 *Place*
5 *Day*
6 *Month and year*

Declared at ⁴ on ⁵ of ⁶

Before me,

7 *Signature of person before whom the declaration is made (see over)*

/

8 *Full name, qualification and address of person before whom the declaration is made (in printed letters)*

8

Note 1 A person who intentionally makes a false statement in a statutory declaration is guilty of an offence, the punishment for which is imprisonment for a term of 4 years — see section 11 of the *Statutory Declarations Act 1959*.

Note 2 Chapter 2 of the *Criminal Code* applies to all offences against the *Statutory Declarations Act 1959* — see section 5A of the *Statutory Declarations Act 1959*.

A statutory declaration under the *Statutory Declarations Act 1959* may be made before—

(1) a person who is currently licensed or registered under a law to practise in one of the following occupations:

Chiropractor	Dentist	Legal practitioner
Medical practitioner	Nurse	Optometrist
Patent attorney	Pharmacist	Physiotherapist
Psychologist	Trade marks attorney	Veterinary surgeon

(2) a person who is enrolled on the roll of the Supreme Court of a State or Territory, or the High Court of Australia, as a legal practitioner (however described); or

(3) a person who is in the following list:

Agent of the Australian Postal Corporation who is in charge of an office supplying postal services to the public
Australian Consular Officer or Australian Diplomatic Officer (within the meaning of the *Consular Fees Act 1955*)
Bailliff

Bank officer with 5 or more continuous years of service
Building society officer with 5 or more years of continuous service
Chief executive officer of a Commonwealth court
Clerk of a court

Commissioner for Affidavits
Commissioner for Declarations
Credit union officer with 5 or more years of continuous service

Employee of the Australian Trade Commission who is:
(a) in a country or place outside Australia; and
(b) authorised under paragraph 3 (d) of the *Consular Fees Act 1955*; and
(c) exercising his or her function in that place

Employee of the Commonwealth who is:
(a) in a country or place outside Australia; and
(b) authorised under paragraph 3 (c) of the *Consular Fees Act 1955*; and
(c) exercising his or her function in that place

Fellow of the National Tax Accountants' Association
Finance company officer with 5 or more years of continuous service
Holder of a statutory office not specified in another item in this list

Judge of a court
Justice of the Peace
Magistrate

Marriage celebrant registered under Subdivision C of Division 1 of Part IV of the *Marriage Act 1961*
Master of a court

Member of Chartered Secretaries Australia
Member of Engineers Australia, other than at the grade of student
Member of the Association of Taxation and Management Accountants
Member of the Australasian Institute of Mining and Metallurgy

Member of the Australian Defence Force who is:
(a) an officer; or
(b) a non-commissioned officer within the meaning of the *Defence Force Discipline Act 1982* with 5 or more years of continuous service; or
(c) a warrant officer within the meaning of that Act

Member of the Institute of Chartered Accountants in Australia, the Australian Society of Certified Practising Accountants or the National Institute of Accountants

Member of:
(a) the Parliament of the Commonwealth; or
(b) the Parliament of a State; or
(c) a Territory legislature; or
(d) a local government authority of a State or Territory

Minister of religion registered under Subdivision A of Division 1 of Part IV of the *Marriage Act 1961*

Notary public

Permanent employee of the Australian Postal Corporation with 5 or more years of continuous service who is employed in an office supplying postal services to the public

Permanent employee of:
(a) the Commonwealth or a Commonwealth authority; or
(b) a State or Territory or a State or Territory authority; or
(c) a local government authority;
with 5 or more years of continuous service who is not specified in another item in this list

Person before whom a statutory declaration may be made under the law of the State or Territory in which the declaration is made

Police officer

Registrar, or Deputy Registrar, of a court

Senior Executive Service employee of:
(a) the Commonwealth or a Commonwealth authority; or
(b) a State or Territory or a State or Territory authority

Sheriff

Sheriff's officer

Teacher employed on a full-time basis at a school or tertiary education institution



National Rental Affordability Scheme (NRAS)

NRAS household income (indexation) for 2016-17 year

Overview

In order to be eligible for an incentive under NRAS, approved participants must ensure that dwellings are rented to eligible tenants.

The gross income limits for households of eligible tenants are specified in the NRAS Regulations.

Income levels are assessed against gross income limits according to the household composition. For NRAS purposes, a household is considered to be all persons who are tenants of the dwelling. All persons who ordinarily reside in a NRAS home must have their income included as a member of the household.

A household's gross income for the 12 months prior to commencement of tenancy of an NRAS dwelling must be equal to or less than the relevant income limit for the household's composition. Household income may then increase above the income limit. However, a dwelling ceases to be eligible for an incentive if the tenants' household income exceeds the applicable household income limit by 25 per cent or more in two consecutive eligibility years.

Each year, household income limits are indexed according to percentage changes of All Groups Component of the Consumer Price Index so that the limits effectively maintain the same target group of tenants over the life of the Scheme.

The 2016-17 household income limits

The 2016-17 household income eligibility limits are:

	2016-17 Year
1st Adult	\$48,527
1st Adult - sole parent	\$51,041
Each Additional Adult	\$18,564
Each Child	\$16,096
Independent minor	\$48,527

For ease of application purposes, a variety of 2016-17 income eligibility limits for various household compositions are presented below.

Household composition	Initial household income limit (\$)	Existing tenant income limit (\$)*
One adult	48,527	60,659
Two adults	67,091	83,864
Three adults	85,655	107,069
Four adults	104,219	130,274
Sole parent with one child	67,137	83,922
Sole parent with two children	83,233	104,042
Sole parent with three children	99,329	124,162
Couple with one child	83,187	103,984
Couple with two children	99,283	124,104
Couple with three children	115,379	144,224

*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.

More information

For more information visit [the NRAS website](#).