

The Holder of the NRAS eligibility letter applied through the Department of QLD Housing needs to fill in this sheet



TENANT INCOME DECLARATION

National Rental Affordability Scheme (NRAS)

QLD NRAS NUMBER:

NRAS CLIENTS NAME: _____, declare that the combined household income of the PROPERTY ADDRESS is: _____

(Please tick the relevant box and sign which household type suits your current situation)

2013 – 2014 NRAS Year Household Income Limits			
As at 1 May 2013			
Household type	At the commencement of the lease initial income limit must NOT exceed \$	Existing Tenant Income Limit \$	Signature Income limit must NOT exceed \$
One Adult	\$45,956	\$57,445	<input type="checkbox"/>
2 Adults	\$63,535	\$79,419	<input type="checkbox"/>
3 Adults	\$81,114	\$101,393	<input type="checkbox"/>
4 Adults	\$98,693	\$123,366	<input type="checkbox"/>
Sole Parent with 1 Child	\$63,579	\$79,474	<input type="checkbox"/>
Sole Parent with 2 Children	\$78,822	\$98,528	<input type="checkbox"/>
Sole Parent with 3 Children	\$94,065	\$117,581	<input type="checkbox"/>
Couple with 1 Child	\$78,778	\$98,473	<input type="checkbox"/>
Couple with 2 Children	\$94,021	\$117,526	<input type="checkbox"/>
Couple with 3 Children	\$109,264	\$136,580	<input type="checkbox"/>

Under your NRAS agreement you need to provide for the Government proof of income per household member who is earning income.

To provide some guidance, FaHCSIA considers that sighting the following documents, though not an exhaustive list, may be reasonable in determining household income:

(Employment / Investment Income)
(Gross Annual Total) \$

is made up of..... copies 4 to 6 payslips/ or
 letters from employers;
 statements of dividends or rents paid;
 One month bank statements
 or superannuation funds;

(Government Payments)
(Gross Annual Total) \$ INCOME STATEMENT- Centrelink;
(including Annual Child Maintenance)

= Combined Gross Annual Household Income Total \$

NRAS HOLDERS /Tenant Signature: _____ Date: ____/____/ 201__

Property Manager Signature: _____ Date: ____/____/ 201__

The amounts mentioned in the table above are indexed in accordance with the NRAS tenant income index on 1 May each year, rounded to the next whole dollar. Eligible tenants cease to be eligible tenants if their combined household gross income exceeds the income limit for their household by 25% or more in 2 consecutive eligibility years. Tenants have an obligation to inform the Property Manager of any increases to their income amount as it stands upon entering into this agreement. To Calculate NRAS eligibility for household types not identified in the table above, please use the formula below.

Person Type	Income level
First single adult	\$45,956
Each additional adult	\$17,579
Each child	\$15,243
First sole parent	\$48,336



Department of
Housing and Public Works

National Rental Affordability Scheme Declaration Form

This declaration form is to be signed by the prospective tenant and witnessed by the NRAS tenancy manager prior to commencing a lease under the National Rental Affordability Scheme (NRAS) in Queensland.

The NRAS tenancy manager is required to retain the original declaration form for audit purposes.

Important Information

- You must be eligible for NRAS at the time of your application **and** at the time of being offered housing by the NRAS tenancy manager. You will be required to provide proof of identity and income evidence confirming that you are still eligible for the scheme **prior** to being given a tenancy.
- You are required to retain documentation to verify your household asset position and residency status during the lease period (see table below of evidence you should keep to verify your household asset positions). You may be subject to an audit process which will assess your eligibility under the Queensland Government NRAS criteria.
- Accommodation made available through the National Rental Affordability Scheme is not social housing. The Department of Housing and Public Works has no involvement in the ownership of properties, selection of tenants or management of tenancies under NRAS and cannot take responsibility for tenancy outcomes.

Evidence of your household assets include:

- Centrelink/Department of Veterans' Affairs Income and Assets Statement
- Copies of banks, building society or credit union statements showing money in accounts
- Statements from financial institutions showing total sum of financial investments held in shares, bonds, debentures, friendly society bonds, property trusts and any other trusts or managed investments
- Evidence detailing overseas pensions
- Compensation payouts or lump sum payout documentation
- Written statement from superannuation company showing the total amount in super fund or investment, including annuities (for applicants who have reached preservation age).

Current household asset limits can be found at www.Housing and Public Works.qld.gov.au/housing

Personal information privacy notice

The Department of Housing and Public Works has collected personal information on your application form to provide you with housing assistance in connection with the National Rental Affordability Scheme. To assist you with your housing needs and services, relevant personal information related to your eligibility for the Scheme, will be disclosed to: tenancy managers of National Rental Affordability Scheme properties, partner agencies, service providers, agencies authorised by legislative provisions, and local governments and non-governmental agencies that will provide you with housing and/or support services. Limited personal information may be used for housing related research, policy or planning functions. Unless authorised or required by law, your personal information will not be passed on to any other third party without your consent. More information about the department's [privacy policy](#) is available on the department's website.

Declarations

I understand:

- that accommodation made through the National Rental Affordability Scheme is not social housing. The Department of Housing and Public Works has no involvement in the ownership of properties, allocations to tenants or management of tenancies under the scheme, and hence does not take responsibility for tenancy outcomes
- the instructions and Privacy Notice on this form
- that all or part of my personal information provided in my NRAS application has been given to non-government agencies to assist in referring my application to National Rental Affordability Scheme tenancy managers
- that this form will be used by the Department of Housing and Public Works to verify that my National Rental Affordability Scheme application was true and correct
- that I may become ineligible for National Rental Affordability Scheme assistance if changes occur to any of my, or members of my household's circumstances and/or incomes and/or assets detailed in my application
- that at the time of signing any residential tenancy agreement with an approved tenancy manager under the National Rental Affordability Scheme, I must produce proof of identity and income details that verify I am still eligible for the scheme
- that I will commit an offence and be liable to a penalty under the *Housing Act 2003* if I knowingly provide to the Department of Housing and Public Works false or misleading information that may influence decisions about eligibility for housing services and may make my application invalid.

I agree to be bound by the Privacy Notice and Declarations.

I declare to the best of my knowledge, the information I have provided on this form and in conjunction with my NRAS application is true and correct.

Name of applicant

NRAS Registration Number

Signed by the applicant

Date

Full name of witness

Position

Signature

Date

RUN Property Pty Ltd
2/3374 Pacific Hwy
Springwood
Phone 07 3833 6610
Fax 07 3056 2192
E: leasing.springwood@RUN.com.au

RUN Property Pty Ltd
48 Jephson St
Toowong
Phone 07 3833 6660
Fax 07 3056 2190
E: leasing.toowong@RUN.com.au



NB: If FAXING your application form, please ensure only ONE (1) fax is sent per application.
If multiple faxes are sent, your application may not be processed or you may be asked to resubmit it

TENANCY APPLICATION FORM

*This tenancy application can not be processed until **ALL** pages are completed and signed.*

100 Point Identification Check - NEEDS TO ACCOMPANY THIS APPLICATION.

At least one (1) form of identification must be a photo ID.

Type	No. of Points	YES / NO
Drivers Licence	40 points	
Passport	40 points	
Birth Certificate	30 points	
Other Photo ID	30 points	
Current Wage Advice	20 points	
Previous tenancy reference	20 points	
Previous 2 rent receipts	20 points	
Motor vehicle registration certificate	10 points	
Bank Statement	10 points	
Telephone Account	10 points	
Electricity Account	10 points	
Gas Account	10 points	

Property Address: _____

Collection Statement

Why do we collect personal information?

We collect your personal information for the purpose of assessing the risk of providing you with the tenancy, processing your tenancy application, preparing the lease or tenancy agreement, collecting rental payments and other purposes related to the management of your tenancy.

We also collect personal information about you for the purpose of delivering and improving the services we provide.

Do we disclose personal information to anyone else?

It is generally our policy not to disclose information to external organisations; however, we may sometimes need to disclose your personal information to others for the purposes set out above. We may disclose personal information about you to:

- other companies in the RUN Group of companies;
- the property owner, its lawyers and contractors;
- the estate agent who has engaged us to manage the property
- trades people and other service providers;
- rental bond authorities and insurance providers;
- tenancy tribunals and courts;
- tenancy database operators:
TICA – PO BOX 120, Concord NSW 2137
Ph: 1902 220 346 Fax: 02 9743 4844 Website: www.tica.com.au
- and mercantile agents; and
- referees you have nominated.

Where we disclose information to our contractors, we seek to ensure that they do not use personal information for anything other than the purpose for which we supplied that information to them.

Sometimes the law requires us to disclose personal information. For example, information may be disclosed to a court in response to a subpoena or to a government agency. We may also disclose personal information where you consent to us doing so. That consent may be written verbal or implied from your conduct

What happens if you don't provide us with your personal information?

If you do not provide us with all of the personal information we request, we may be unable:

- to arrange for a tradesperson to maintain or repair the property.
- if you are a prospective tenant, to properly assess your tenancy application, which may result in your application being declined.
- to reply to your enquires.

Direct marketing

If you want us to send you information about our services, products or promotions please indicate your consent by ticking the relevant box when completing the Tenancy Application Form.

You can let us know at any time if you do not wish to receive direct marketing communications by emailing RUN at corporate@run.com.au and we will remove your details from our direct marketing database.

If the law requires us to provide you with information about our products or services, we will provide that information even if you have elected not to receive information about those products or services generally.

Third party suppliers and service providers

With your consent we may also disclose your personal information to other businesses to enable them to contact you with offers of services, products and promotions they provide. See section 6 for more information.

You can access personal information we hold about you

You may gain access to the information that we have collected about you, by contacting us as set out below. If any of the information we are holding is inaccurate, we will correct it for you. We will not charge you for making a request for access. However, we may charge you if we incur costs in providing access to this information.

Contact details

If you have any questions you should contact us on the details above.

Date / /

Applicant Signature

Applicant Name

Witness Signature

1. Property Applying For

Address _____

Suburb _____ Post Code _____

RUN REPRESENTATIVE:

Lease Term _____ Years _____ Months _____

Date Property to be occupied ____ / ____ / ____
(Please enter a realistic date – ASAP is not acceptable)

Rental Amount \$ _____ Per Week \$ _____ or _____ Per Month

Bond Amount \$ _____

Name(s) and Relationship(s) of other Applicants _____

No. of Persons Occupying _____ Adults _____ Children _____

Ages of Children *(if applicable)* _____

2. Personal Details

Title _____ First Name _____
(as appears on your Licence or Passport)

Middle Name _____

Last Name _____ Sex M / F _____

RUN Tenant Number *(if previously a RUN Tenant)* _____

Date of Birth ____ / ____ / ____ Age (Years / Months) _____

Drivers Licence Number _____ State of Issue _____

Alternate ID (eg passport) _____ No _____

Pension Type _____ No _____

Please provide contact details

Current Address _____

Suburb _____ Post Code _____

Home Ph _____ Mobile Ph _____

Email _____

Occupation _____ Bus No _____

6. Third Party Products and Services

If you indicate your consent below, we may provide your personal information to the following businesses:

- **ConnectNow** Pty Ltd (ABN 79 097 398 662) a company that arranges connection of electricity, gas, telephone, internet and cable services to rental properties; and
- **Yellow Brick Road** a company that provides insurance and other financial services to tenants.

You do not have to consent to us disclosing your personal information to these businesses. Even if you do consent, you are not obliged to obtain their services or products. However, if you do agree to obtain products or services from these businesses, you will do so subject to their terms and conditions, not RUN Property's terms and conditions.

RUN Property will not charge you for referring you to any other business or for any service or product the business may provide to you. However, RUN Property may receive a commission for the referral.

PRIVACY POLICY: The privacy of our customers is of vital importance to ConnectNow. You have the right to access our records of your information under the Privacy Act. We will not release your personal information to any third party other than for the purposes of connecting the nominated utility service, unless required to do so under law or government order.

3. Emergency Contact

Please provide an emergency contact not residing with you (e.g. Next of Kin)

First Name _____ Surname _____

Relationship _____ Phone _____

Address _____

Suburb _____ Post Code _____

4. Current Tenancy Details (if applicable)

How long have you lived at your current address?
 Years: _____ Months: _____

Name of Landlord/Agent (If applicable) _____

Phone Number _____ Fax Number _____

Rent Paid per week/month _____

Reason for leaving _____

Was bond repaid in full? Yes No, If No, please specify _____

5. Previous Rental History

Previous Address _____

Suburb _____ Post Code _____

How long have you lived at your previous address?
 Years: _____ Months: _____

Name of Landlord/Managing Agent/Selling Agent _____

Phone Number _____

Rent Paid per week/month _____

Reason for leaving _____

Was bond repaid in full? Yes No, If No, please specify _____

Personal information provided to another business is the responsibility of that business and is subject to the business's privacy policy.

I consent to RUN Property disclosing my personal information to the other businesses specified in this clause 6 to enable those businesses to contact me about services, products or promotions they provide. I also consent to RUN property using my personal information for the purposes of sending information about services, products or promotions that may be of interest to me.

CONTACT ME

Yes

Signed: _____ Date: ____ / ____ / ____

7. Current Employment Details

Occupation _____

Employers Name _____

Employment Address _____

Suburb _____ Post Code _____

Employer Phone Number (landline preferred) _____

Contact Name (e.g. Manager / Payroll) _____

Length at current employment Years Months

Net Income \$ Per Week \$ Per Month

Please circle: Full time Part time Casual Not Employed Student

8. If self-employed, please complete the following

Company Name _____

Company Address _____

Suburb _____ Post Code _____

Business Type _____

Position Held _____

A.B.N. _____

Accountant Name _____ Ph _____

Solicitor Name _____ Ph _____

9. Previous Employment Details

Occupation _____

Employers Name _____

Employment Address _____

Suburb _____ Post Code _____

Employer Phone Number _____

Contact Name _____

Length at previous employment Years Months

Net Income \$ Per Week \$ Per Month \$

14. Declaration

I acknowledge that this is an application to lease this property and that my application is subject to the owner's approval and the availability of the premises on the due date. The owner prefers that any future rents be paid by Direct Debit. No action will be taken against the owner or agent if the application is unsuccessful or upon acceptance should the premises be unavailable for occupation on the date for whatever reason. I hereby offer to rent the property from the owner under a lease to be prepared by the Agent pursuant to the Residential Tenancies and Rooming Accommodation Act 2008.

I acknowledge that I will be required to pay the rental in advance and a rental bond, and that this application is subject to approval from the owner/landlord. I declare that all information contained in this application (including the reverse side) is true and correct to the best of my knowledge and given of my own free will. I declare that I have inspected the property and am satisfied that the premises are in a reasonably clean condition, and that I am not bankrupt. I acknowledge that I am responsible to ensure that the main power switch is turned off before the power is connected.

I authorise the Agent to obtain details of my credit worthiness from, the owner or agent of my current or previous residence, current or previous employer/s, my personal referees, any record, listing or database of defaults by tenants. If I default under a rental agreement, the Agent may disclose details of any such default to any person whom the Agent reasonably considers has an interest receiving such information.

Signed: _____ Date / /

10. Social Security Benefits

Type _____

\$ Per Week \$ Per Month

11. If Student, please complete the following

Place of Study _____

Course being undertaken _____

Course Length _____

Enrolment Number _____

Parents Name _____ Ph: _____

Campus Contact _____ Ph: _____

Course Co-ordinator _____ Ph: _____

Income _____

Parents Address Overseas _____

12. Other Information

Car Registration _____

Do you have pets? No Yes , if Yes, please specify _____

Breed & Age _____

13. Personal Referees

1. Reference name _____

Occupation _____

Relationship _____ Phone _____

Notes _____

2. Reference name _____

Occupation _____

Relationship _____ Phone _____

Notes _____

15. How did you find out about this property? (Please Tick)

RUN Property Rental List
 For Lease Board
 Other: _____
 INTERNET: www.RUN.com.au
 www.realestate.com.au
 www.domain.com.au
 www.homesales.com.au
 www.rent.com.au

RE: APPLICATION FOR (insert property address):	
TO:	FAX NO:

I, _____ being Applicant No. _____
 (b please leave above blank – Agent to complete when requesting references) for Residential Tenancy as indicated by corresponding signature below

HEREBY AUTHORISE any of the parties below to release information as requested by my Agent, Run Property, to my Agent, who is authorized to make investigations and receive information from the following sources:

- Previous Rental Agents
- Previous Lessors
- Referees noted in the Application
- Employer/s

	Previous Rental Agent	Comments (if insufficient space, please use extra sheet of paper):
	FOR PROPERTY ADDRESS: ←	
1.	Rent per week	
2.	Rent on time?	
3.	Condition of Property?	
4.	Any complaints from neighbors?	
5.	How long resided in property?	
6.	Would you rent to Applicant again?	
7.	Are they on a current lease?	<input type="checkbox"/> Yes / <input type="checkbox"/> No If YES, when does lease expire: ___/___/___
8.	Were there pets at the property? Were they approved?	
9.	Were inspections carried out and where they satisfactory?	
10.	Were any NTRB issued to the tenant? If so, what for?	
11.	Copy of Tenant's Ledger for period of tenancy requested - please confirm attached herewith	<input type="checkbox"/> Yes / <input type="checkbox"/> No
Name of person providing reference / DATE		/ / 200__

	Employment Reference	Comments (if insufficient space, please use extra sheet of paper):
1.	Basis of Employment: FULL TIME / CASUAL / PART TIME / PERM PART TIME	
2.	Nominated pay/w confirmed and correct	
3.	Length of employment	_____ yrs _____ mths _____ wks
4.	Will employment be ongoing and continuing?	
Name of person providing reference / DATE		/ / 200__

Applicant 1 –	Applicant 2 –	
Applicant 3 –	Applicant 4 –	



16. Do you have a investment property?

Yes (please complete below) No

Number of investment properties? _____

Approx weekly rental _____

Property address

Information for Applicants

This form is designed to help RUN Property and the Owner choose who will rent the nominated premises.

This form is not, nor does it form any part of a Tenancy Agreement. The rights and obligations of Tenants and Owner are governed by the Residential Tenancies Act 1997.

Applicants will be considered in accordance with the Equal Opportunity Act 1995. There will be no discrimination based on age, sex, marital, parental or career status, pregnancy, sexual orientation, disabilities, physical features, race, religious, political or industrial activities or beliefs or personal association with someone else who may be treated unfairly on the basis of any of the above.

No fees will be charged for this Application.

Information supplied on this form is strictly confidential. RUN Property and the Owner may use it to perform a rental history check but will not provide it to any party unless they have written approval from the applicant.

The personal information we collect about you is subject to the Privacy Act 1988 (Cth). The collection statement below outlines the purposes for which we collect your personal information, who we may disclose it to, what happens if you do not provide all the information we require and who to contact if you need to access to it.

Each prospective tenant should complete a Tenancy Application Form. If you have not previously rented through RUN Property you should provide 100 points of identification with your application (please refer to the table below) before it will be processed.

Please contact RUN Property if you have not heard from us within 2 business days of lodging your application.

If the Application is successful, you will be required to: provide a bank cheque or money order equivalent to one week's rent (made payable to **RUN Property**); provide a separate bank cheque for the bond amount listed on this form and complete a Tenancy Agreement and Condition Report. You will be required to formalise your agreement by signing a lease within 24 hours of approval and providing the appropriate bank cheques – personal cheques or cash will not be accepted.

Your application will be submitted to the owner on the basis that future rent is paid by Direct Debit.

Remember, if your application is successful, it will be your responsibility to have all services such as telephone, gas, electricity and water connected in your name to coincide with your date of occupation. If you would like **ConnectNow** to contact you to discuss the connection of services please tick the box in the section above.

It will also be your responsibility to insure your possessions. The Owner's insurance policy does not cover your possessions.