



Hot Topics – Rent FAQ

Q. I am self-employed what income evidence do I need to provide, and when do I need to provide it I would normally calculate my earnings at the end of the financial year.

A. All income evidence is due, along with the HIF form before 9 May 2023. The forms of evidence we accept if you are self-employed are

- A profit & loss statement completed by an accountant (not more than three months old) OR
- The most recent BAS return OR
- The most recent Income Tax Return

Q. Can co-ops find out which of the members has not returned their HIF?

A. Your CDC can provide you with this information.

Q. We have just moved in and we did a HIF for that, do we need to do another one now for the rent review?

A. Yes, another HIF will need to be completed as the rent review process captures a snapshot of household income consistent across the Program.

Q. Why do the Notices of Rent Increase have to be sent, our members get confused thinking that is the rent they will have to pay?

A. The rental provider is required to send a Notice of Rent Increase to the renter at least 60 days before the date the new rent would be payable. The maximum rent is included on this form, as that indicates the maximum amount you could be asked to pay for the property for the next year.

Q. What payments and allowances are included in the rent assessment?

ASSESSABLE INCOME

- Gross Wages for all household members aged 16 years or older.
- Salary packaging income
- All Centrelink pensions, benefits, family tax benefits, Commonwealth Rent Assistance.
- All Department of Veteran Affairs pensions except where they are specifically excluded, (e.g., Adequate Means of Support Pension paid by DVA) **
- All Child Support payments through Department of Human Services – Child Support or directly from non-resident parents.
- Foreign Pensions
- Income from Household members' businesses
- Interest received
- Superannuation payments (lump sums, pensions or annuities)
- Workcover payments

NON-ASSESSABLE INCOME

- Adequate Means of Support Pension (DVA)
- All Centrelink Allowances; bereavement, youth disability supplement, carer's, double orphan, education or training, foster, laundry, mobility, mobile phone, multiple birth, pharmaceutical, remedial, telephone, travel, meals, accommodation or uniform
- Centrelink one off payments
- Child Care Rebate
- Clean Energy Supplement
- Fares Assistance
- Income of household members under the age of 16
- Large Family Supplement
- Lump sum compensation payments (not loss of wages component)
- Payments made by other countries to victims of war that don't affect Centrelink entitlements
- Pension Supplement
- Pensioner Educational Supplement
- TAC Impairment Annuity Benefit

Q. What length of time is proof of income is required for my rent assessment?

The following proof of income documents is accepted.

- Documents will need to be original (no photocopies or photos), and be no older than 30 days at the time of lodgement:
- Payslips 4 weeks for fixed income or 13 weeks for income that varies.
- CENTRELINK BENEFITS: Centrelink Income Statement or Centrelink Consent Form
- Annual Tax Return or Notice of Assessment
- Scholarship or Grant letter
- Dividend Statement
- Interest History 12 months of bank statements.
- Superannuation Fund Statement

The Co-op or CEHL can accept evidence older than 30 days if it is:

- Australian Government ATO Notice of Assessment not older than 13 months
- Tenants on fluctuating incomes who need to submit 13 weeks of payslips

Q. What is a fluctuating assessment?

If you are in a household with an income that fluctuates, you can request regular rent assessments.

You will need to:

- provide a minimum of four weeks of income evidence before a re-assessment will be undertaken.
- ensure that the income evidence provided is continuous from the income evidence previously provided.

Households with fluctuating income can request monthly or quarterly rent. Rent is assessed on either the prior month's or quarter's income and applied for the next month or quarter.

The assessment will remain valid for the equivalent time period:

- Monthly Remains valid for the following four weeks
- Quarterly Remains valid for the following 13 weeks