

Privacy Statement

The information provided in this form is handled in accordance with the relevant Commonwealth and State privacy legislation: the *Privacy Act 1998* (Privacy Act), administered by the Australian Information Commissioner www.oaic.gov.au and the *Privacy and Data Protection Act 2014* administered by the Commissioner for Privacy and Data Protection www.cpdp.vic.gov.au

Common Equity Housing Ltd (CEHL) is required to collect personal information on individuals to undertake its activities and meet its regulatory reporting obligations. For more detail on CEHL's Privacy Statement please visit www.cehl.com.au/uploads/privacy

If you would like any further advice on Privacy and Personal Data issues contact the Australian Information Commissioner on 1300 363 992.

CEHL Office Use Only		
Date Received: _____		Checked by: _____
Application Complete:	YES	NO
Follow up requirement:	YES	NO
Contact History:		
Date	Contact Person	Details
Date Completed: _____		
Advice Sent: _____		



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Co-operative Program Household Information Form- NRAS



Name of Co-operative	<input type="text"/>
Dwelling ID	<input type="text"/>

Section 1. Details of Main Member

First and Middle Names	<input type="text"/>	
Surname	<input type="text"/>	
Street	<input type="text"/>	
Suburb	<input type="text"/>	Postcode <input type="text"/>
Phone	<input type="text"/>	
Mobile	<input type="text"/>	
Email	<input type="text"/>	
Tenancy Start Date	<input type="text"/>	

Explanation of National Rental Affordability Scheme—NRAS

NRAS Household Information Form

Co-op member/tenants who live in NRAS-funded properties are required to provide proof of income and other information every year, at the anniversary of occupancy. They will be asked to complete a variation of the "Household Information Form" that other members of the co-op fill out (this variation of the form is used because more and different information needs to be reported to the Australian Government Department of Social Services).

Tenant Consent Form- Initial

Co-op member tenants offered an NRAS property must sign an NRAS Tenant Consent Form before moving in. By signing the NRAS Tenant Consent Form, the co-op member/tenants who live in an NRAS-funded dwelling agree to allow CEHL, when directed by the Australian Government, to disclose some or all of their personal information to the Department, or to other government departments and researchers.

Tenant Consent Form- Ongoing

A minimum requirement for the dwelling to continue in the National Rental Affordability Scheme is for each adult in the household to have signed a Tenant Consent Form. If there is a change to the household composition, the incoming adult is required to sign a Tenant Consent Form prior to occupying the dwelling. The Tenant Consent Form is retained by CEHL and may be sighted by the Australian Government.

What information is collected and reported to the Department?

The information listed below is collected from Co-op members who live in NRAS-funded dwelling. By signing the NRAS Consent Form permission is given to provide information to the Department. Examples of the types of information commonly collected include but are not limited to the following, name, date of birth, contact details, the length of your lease, the number of occupants in the dwelling, the composition of the household, sources and details of income earned, and occupation details.

CEHL must be informed of proposed and actual changes to household composition to ensure NRAS documents are completed and the dwelling assessed for continuing eligibility in meeting the funding guidelines.

Household Information Form

Section 5. Please list all Household Occupants and Income Sources

Surname	First Name	Gender M/F/X/prefer not to say	D.O.B dd/mm/yy	Relationship to Main Tenant	Country of Birth	Occupation	Type of Income*	Gross Income

*Type of income includes; Wages, Pension, Annuity etc...

Acceptable Income Evidence

Your rent is determined by your household income.

Please attach income evidence for all household members for the period



Types of evidence acceptable

- Payslips (at least 4 weeks)
- Centrelink Income Statements
- Centrelink Payment History (for past 12 months) (can be obtained online via your Centrelink Account)
- Bank Statements
- Declaration from Parents
- Letter from Institution providing Scholarship or Grant
- Notice of Assessment for Annual Tax Return
- Dividend Statements
- Interest History (Applicant can obtain via online banking for past 12 months)
- Statement from Superannuation

Section 5. Declaration

Ownership of Property

I have a financial interest in real estate or other financial investment YES NO

If YES, please provide details _____

Declaration

I (full name) _____ of (address) «PropertyStreet», «Suburb»

_____ (occupation) _____ do solemnly and sincerely declare that the information provided in this document is true and correct. Please tick each of the following:

- I have provided sufficient evidence to support my income declared in Section 5.
- I have listed all household occupants;
- I have specified the full and complete income details of all household occupants;
- I will notify my landlord (Co-op or CEHL) immediately of any change to household occupants or any change in household income over \$50 per week.

I acknowledge that this declaration is true and correct, I understand that a false declaration would mean that I am in breach of my obligations to the Program.

_____ on _____.

Signature of Main Tenant

Date