



Aboriginal Housing Victoria

# Application for Subsidised Rent

This **Application for Subsidised Rent** is used to apply for a subsidised rent and to seek a review of the amount of rent you are being charged.

Each tenant (person's who signed the lease agreement) living in the rental property must sign the application form.

Office use only	Tenancy number:			
	(please circle)			
Date received (must be date stamped)	New application or Review application	Application complete Yes / No	Date further information first requested ..... / ..... / .....	Date completed application received ..... / ..... / .....



Customer receipt – (completed by Aboriginal Housing Victoria)	
Date stamp	Once date stamped by Aboriginal Housing Victoria, this receipt is proof that your Application for Subsidised Rent has been lodged.
	Tenant name(s)
	Tenancy number

# Form Of Authority

## Release of information to an external agency

### Do you want another person, or an organisation to be able to make enquiries about your application on your behalf?

If you get help from a support service, health professional or other individual you can provide their details here if they are allowed to speak to us about your application. You can change your mind about this at any time.

☐ Yes. Continue. ↓

☐ No. Skip to part A. →

Organisation name (if any):

Person's name (if any):

Street name and number:

Town or Suburb:

Postcode:

Telephone:

Email address:

### What type of support do they provide?

### Do you give us consent to contact the person above about your application?

☐ No ☐ Yes

### When we write to you, do you want a copy of the letter sent to your support person?

Please speak to them about this first, so that they can expect to receive copies of letters we send you.

☐ No ☐ Yes

Applicant Number:

Applicant's Full name:

Applicant's Signature:

Date:

## A Details of tenant

Tenants name:

### Property address

Street number and name:

Suburb:

Postcode:

Contact telephone number:

## B General information

1

### Please tell us why you are lodging this *Application for Subsidised Rent*

(for example; fixed rent review, someone joining or leaving household, change in income type or amount for any household member)

2

### Is someone other than the tenant filling in this form on behalf of the tenant?

☐ Yes. Please tell us why you are filling in this form on behalf of a tenant. ↓

☐ No. Go to section C. →

I

(print name)

have completed this *Application for Subsidised Rent* on behalf of the tenant because:

Signature:

Date:

Organisation or relationship:


Contact number:



## C Household and income information


- 1** Please list all household members and the income of each member of your household.

First and last name	Date of birth	Relationship to tenant	Type of income	Gross weekly income	Centrelink Reference Number (CRN)

 Please attach documents proving income received by each household member, for example, Centrelink income statements, 13 week wage statements, multi consent form on the back page, etc.

- 2a** If someone has moved into or out of your household, please tell us the date they moved in or moved out.

First and last name	Date moved into property	Date moved out of property

 Please provide two forms of ID, income documents (eg. wage statement or Centrelink statement) and a bank statement for each new household member over the age of 18; and two forms of ID for each new household member under the age of 18.

- 2b** If someone has moved out of your household, please tell us their name and the new address where this person is now residing.

Name:

Unit/flat, street number and street name:

Suburb:  Postcode:

 Please attach supporting evidence of the persons forwarding address.

**3 Do you or any household member receive interest or dividends from any investments?**  
(for example; bonds, shares, superannuation funds, debentures or annuities)

☐ Yes. Please provide information in the table below. ↓

☐ No. Go to question 4 →

Name of account holder	Investment amount	Date account opened (if new account opened since last rebate assessment)



Please attach documents advising of these investments

**4 Asset Details**

Do you or anyone living with you own or part-own any real estate including a house, unit flat or commercial property?

☐ Yes

☐ No

If yes, owner's family name:

**Address of property:**

Unit/flat, Street number:

Street name:

Town or Suburb:

Postcode:

What is the value of the owner's share of the property?

 \$

Is the owner attempting to sell the property or has sold the property?

☐ Yes

☐ No

If yes, please state property value:

 \$


Please provide a letter from an approved valuer, stating the market value of the property. If the property is held in trust, please provide a letter from the executor of the estate. If the property is part owned, please provide information detailing the names of all the owners and their percentage of ownership.

**When submitting this application for subsidised rent, please ensure to supply the following documents:**



**IDENTIFICATION FOR NEW HOUSEHOLD MEMBERS**

Please provide a copy of each of the following:

- Centrelink Health Care Card or Pension Concession Card
- Medicare Card
- For all household members over 18 years: 1 x photo ID – Driver's Licence, Proof of Age Card, Keypass or Passport



**PROOF OF INCOME**

Centrelink Income Statement and/or a 13-week wage statement or payslips for all household members receiving an income or the attached multi consent form.



**CURRENT BANK STATEMENT / TRANSACTION LISTING**

Statements/transaction listings must include the last 6 transactions and be no more than 4 weeks old for all household members. The bank statement/transaction listing must also include the household member's full name.



## D Declaration to be signed by person/s who signed the lease agreement

Aboriginal Housing Victoria reserves the right to reject an application if a person wilfully provides false information in order to obtain a subsidised rent.

Tenant(s)

I/We,  (full name)

of  (address)

do solemnly and sincerely declare that:

1. I/We have understood the questions on this Application for Subsidised Rent.
2. All information requested in the Application for Subsidised Rent in relation to my/our income, assets and bank details have been provided and are true and correct.
3. The information provided in relation to other household members including their income, assets and bank details are true and correct.

Declared by:  (full name of tenant)

Signature:

Date:

 /  / 

Declared by:  (full name of tenant)

Signature:

Date:

 /  / 

Declared by:  (full name of tenant)

Signature:

Date:

 /  / 

Witnessed:  (print name)

Before me:

(signature)

Date:

 /  /

# Centrelink Authorisation

## Multiple Consent and Authority

I,  (full name)  
of  (address)  
 (CRN) authorise:

Tenants must clearly indicate for each service they wish this Tenant Consent to be applied to. Please circle as appropriate.			
1	Electronic Verification of Rent (EVoR)	Aboriginal Housing Victoria: • to provide my current and future accommodation information to Centrelink for the reassessment of my eligibility for Commonwealth Rent Assistance.	Yes / No
2	Centrepay	Aboriginal Housing Victoria to advise Centrelink: • to add/vary/cancel my Centrepay deduction or target amount or suspend the nominated deduction from time to time to ensure my housing payments are met. • of my correct account or billing number if required. Centrelink: • to provide information for the purpose of reconciling my payment deduction details.	Yes / No
3	Income Confirmation	Centrelink: • to electronically provide a statement of information to Aboriginal Housing Victoria to assist in the assessment of my entitlement to services Information provided by Centrelink may include, where relevant, current or historical details of payments received, dependants, Centrelink deductions, income, assets and confirmation of my current address.	Yes / No

I understand that this consent, once signed, is effective for the service/s indicated, and only for the period that I am a tenant of Aboriginal Housing Victoria.

I also understand, that this consent which is ongoing, may be revoked by me, at any time, by giving notice in writing to Aboriginal Housing Victoria.

I understand that consent may be revoked for all indicated services or selected services and that Aboriginal Housing Victoria will maintain the consent.

I understand that if I withdraw part or all of this consent that I may not be eligible for the rebate provided by Aboriginal Housing Victoria and that I will be responsible for notifying Centrelink of all future changes to my accommodation circumstances.

I understand that every time Aboriginal Housing Victoria provides information to Centrelink for EVoR and/or Centrepay, I will be advised.

I understand that I will be able to obtain a written copy of the Statements at any time from either Aboriginal Housing Victoria.

A brochure is available from Centrelink that provides more details about the Centrelink Confirmation eServices and Centrepay or you can obtain further information about the services, including EVoR on Centrelink's website at [www.centrelink.gov.au](http://www.centrelink.gov.au)

Name:

D.O.B:  /  /

Signed:

Date:  /  /



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Name:  D.O.B:  /  /   
Signed:  Date:  /  /



## This image shows a single sheet of white paper with horizontal ruling lines. The lines are evenly spaced and run across the width of the page. There are no margins, text, or other markings on the paper.



**Aboriginal Housing Victoria**

July 2017

**Aboriginal Housing Victoria** ABN 38 006 210 546, Housing Provider Registration Number: 033  
Narrandjeri House, 125-127 Scotchmer Street, North Fitzroy, Vic 3068

**Telephone:** (03) 9403 2100 **Country Callers:** 1300 724 882 **Fax:** (03) 9403 2122 **Email:** [clientservices@ahvic.org.au](mailto:clientservices@ahvic.org.au) **www.ahvic.org.au**