



# 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 financial 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 improves dwelling affordability for tenants.

### Tenant Consent Information

Approved participants 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 is information collected?

The Australian Government, as represented by the Department of Social Services (the Department), gives your approved participant a financial incentive to offer affordable rental accommodation to eligible tenants.

Information about you, and your household, is collected by your approved participant for the Department to confirm your eligibility to rent a property under the NRAS, and to inform the Australian Government as to who is accessing its services.

The Australian Government will use information provided by your approved participant to better direct resources to areas of need and improve its services.

### What information is collected?

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

- the length of your lease;
- the number of residents in your dwelling;
- the ages of all residents;
- the composition of the household;
- sources and details of income earned (noting that the approved participant will need evidence to support your eligibility to be an NRAS tenant and income requirements); and

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

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 approved participant to give you a copy of the information that they have provided to the Department.

### Protection of information

Your approved participant 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 program);
- 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 are directed to do so.

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 [www.dss.gov.au/privacy-policy](http://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 approved participant / housing provider

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

Your approved participant 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 approved participant 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.

## Important information

The **approved participant or housing provider** is responsible for completing the following questions on the Tenant Consent Form:

- Question 1\*
- Question 2\*
- Question 3\*

\* denotes mandatory questions

The **tenant** is responsible for completing the following questions on the Tenant Consent Form:

- Question 4\*
- Question 5\*
- Question 6\*
- Question 7
- Question 8
- Question 9
- Question 10

\* denotes mandatory questions

## Further information

Further queries on the Tenant Consent and Tenant Demographic Assessment Form can be sent to [nras@dss.gov.au](mailto:nras@dss.gov.au) .

# Tenant Consent Form: dwelling and tenant details

NRAS Dwelling ID:

The personal information you are asked to provide by your approved participant or housing provider is collected to enable them to determine your eligibility to lease a property under the Scheme and to assist the Australian Government to find out more information as to who is accessing its services. Your approved participant or 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 approved participant or 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 Scheme. I also agree that in the event that the allocation attached to my rental dwelling is transferred to another approved participant, that I consent for my details to be provided to the new approved participant.

Tenant's signature

Date:

This consent form will be retained by your approved participant or housing provider, and may be sighted by the Australian Government, in order to verify your eligibility to lease a property under the Scheme.

# Approved participant or housing provider

## Compliance with Information Privacy Principle

I (name of officer)

Of (approved participant  
or 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 Scheme; and
- as the approved participant or 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.

Officer signature

Date:

# Tenant Demographic Assessment Form

**Approved Participant/Housing provider to complete Questions 1, 2 and 3**

## 1. Dwelling ID (\* denotes mandatory question)

Dwelling ID number *	
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## 2. Lease details (\* denotes mandatory question)

Start and end date of current lease * (Required only for existing tenants)	From:	To:
New Lease dates *	From:	To:
Ongoing lease? (Circle as appropriate)	Yes	No
What dates do changes in the Tenant Demographic Assessment (TDA) start from? *	From:	To:

## 3. Rent details (\* denotes mandatory question)

What is the market value rent for the dwelling, including the NRAS market rent index (CPI) if applicable? *	\$
What is the current rent charged? *	\$

**\*\*Tenant to complete Questions 4 to 10\*\***

**4. Age composition of household (\* denotes mandatory question)**

What are the ages of all residents in your household? \*

Age	Number of household residents
0 – 4 years	
5 – 17 years	
18 – 54 years	
55 & over	

**5. Household Demographics (\* denotes mandatory question)**

Household demographics	Number applicable
How many couples are in the Household? *	
How many sole parents are in the household? *	
How many independent minors are in the household? * (Independent minors are those aged under 18 years living independently and who are <b>not</b> financially dependent on an eligible tenant over the age of 18 years old)	
How many residents in the household identify as being of Aboriginal and Torres Strait Island descent?	
How many residents in the household identify as having a disability?	

**6. Gross Household Income\***

Are you a new tenant? (Circle as appropriate)	Yes	No

**a. For new tenant:**

Gross Household Income (before tax)	Amount
What was the annual gross household income for the 12 months prior to entry into this dwelling? *	\$

## b. For existing tenant:

Gross Household Income (before tax)	Amount
What is the annual gross household income before tax for the last 12 months? *	\$

## 7. Income source<sup>#</sup>

What is the main source of income for each resident in the household?

Income source	Number of residents
Wages/Salaries (Private Sector)	
Wages/Salaries (Public Sector)	
Wages/Salaries (Community Sector)	
Self Employed	
Government Pensions and Allowances	
Superannuation or annuity	
Other Sources	

## 8. Studying or Training

How many residents of the household is currently studying or training?

Studying of training	Number of residents
Apprentices or Traineeships	
Primary or Secondary Students	
Tertiary students (university or technical college)	

## 9. Commonwealth Rental Assistance

How many residents in the dwelling receive Commonwealth rental assistance?	Number of residents

(<sup>#</sup>It is not mandatory to identify the income source, but it is **mandatory** to provide the housing provider with **evidence of household income sources** in order to verify tenant eligibility into NRAS.)



## 10. Prior living arrangements

Prior to this lease, what were the living arrangements of all household residents?

Living arrangements	Number of residents
Home being purchased	
Home fully owned	
Renting	
Homeless	
Living with family or friends	
Other	