

NRAS APPLICATION – CHECK BEFORE SUBMITTING YOUR APPLICATION

Applications cannot be processed without all the required information attached.

Forms to be filled out:

1	“NRAS Eligibility Check” & “NRAS Application Form” This is done online at nras.communities.qld.gov.au for each household.	
2	“Madison Heights Tenancy Application Form” One form for each applicant.	
3	“AMC Tenant Income/Asset application Form” One form for each applicant.	
4	“NRAS Tenant Consent Form” One form for each applicant.	
5	“NRAS Tenant Demographic Assessment” One form for each household.	
6	“NRAS Declaration” One form for each applicant.	

Supporting documentation required:

7	Copy of the letter from Dept. of communities with the NRAS approval number.	
8	Proof of income, last 12 months to date. - If today’s date is 1 st September, 2016, proof of your income for 01/09/15 to 01/09/2016. Payslips, tax return, group certificates for each job.	
9	Proof of income, last Financial year. - Tax return or group certificates for each job for the last financial year.	
10	Copy of one primary form of identification. <i>Aus birth certificate. Current Aus passport. Naturalisation or citizenship papers. Immigration papers or other documents issued by the commonwealth Dept of Immigration and Citizenship. Various visas.</i>	
11	Copy of one secondary form of identification. <i>Drivers Licence with photograph. 18+card with photograph. Qld shooters licence with photograph. Bank, credit, debit, ATM card with Signature. Apprentice indenture papers. Other recognised photographic ID. Recent Bank Statement., Credit union, or building society, showing transactions. Tax notice of assessment. Medicare card. Student card with photograph.</i>	
12	Copy of “Centrelink Income statement” for the current period. (If applicable) - Proof of all Centrelink earned in the last 12 months. Accessable via logging onto your Centrelink online account, and clicking the orange “Last Payment” box.	
13	Proof of any bank account interest income, last 12 months to date. (If applicable)	
14	Proof of any bank account interest income, last Financial year. (If applicable)	
15	Proof of any other income, last 12 months to date. (If applicable)	
16	Proof of any other income, last Financial year. (If applicable)	
17	Copy of Visa showing permanent residency. (If applicable)	

Tenancy Application

admin@madisonheights.com.au Phone 07 3077 6757

Please Note: Complete this form with as much details as possible. One application per person is required.

NAME OF ALL APPLICANTS APPLYING FOR THIS PROPERTY

This Applicants Details	First Name(s)	Surname	Age
Applicant 2 or Dependant			
Applicant 3 or Dependant			
Applicant 4 or Dependant			

PROPERTY DETAILS

Apartment Number	Move in Date	Lease Period (6 or 12 months)	Rent per Week	Carpark (Y or N)

APPLICANT DETAILS

<i>First Name(s)</i>		<i>Surname</i>		<i>D.O.B</i>	
<i>Mobile Ph</i>		<i>Other Ph:</i>		<i>Smoker Y/N</i>	
<i>Email</i>					
<i>Pet(s)</i>	YES	NO	<i>Description of Pet(s)</i>		
<i>Current Address</i>				<i>Owned or rented</i>	
<i>Name of Agent</i>		<i>Agent Email</i>		<i>Agent Phone</i>	
<i>Reason for leaving</i>			<i>Period of tenancy</i>	<i>Rent per Week</i>	
<i>Previous Address</i>				<i>Owned or rented</i>	
<i>Name of Agent</i>		<i>Agent Email</i>		<i>Agent Phone</i>	
<i>Reason for moving</i>			<i>Period of tenancy</i>	<i>Rent per Week</i>	
<i>Emergency contact</i>		<i>Email</i>		<i>Phone</i>	
<i>Address</i>				<i>Relationship</i>	
<i>Personal Referee 1</i>		<i>Relationship</i>		<i>Phone</i>	
<i>Personal Referee 2</i>		<i>Relationship</i>		<i>Phone</i>	
<i>Personal Referee 3</i>		<i>Relationship</i>		<i>Phone</i>	

EMPLOYMENT DETAILS

Job 1 - Company					
Address					
Your Position		Period of Employment		Phone	
HR Contact Name		Email			
Job 2 - Company					
Address					
Your Position		Period of Employment		Phone	
HR Contact Name		Email			

STUDY DETAILS

University					
Course					
Start date		Finish date		Full or Part Time	

INCOME

Job 1	Income	\$		Per	
Job 2	Income	\$		Per	
Centrelink	Income	\$		Per	
Family Support	Income	\$		Per	
Scholarships	Income	\$		Per	
Other	Income	\$		Per	
Other	Income	\$		Per	
Total Income		\$			Per Week
Total Savings		\$			

HOLDING DEPOSIT AND BOND

Are you able to pay your first 2 weeks rent deposit, and 4 weeks Rental bond now?	YES	NO	Have you, or will you be, applying for a Bond Loan for this property?	YES	NO
--	------------	-----------	--	------------	-----------

SUPPORTING DOCUMENTS

Please attach the following					
1. Rental or ownership history	Rates Notice	or	Tenant Ledger	or	Rental Reference
2. Proof of current address	Electricity Account	or	Phone Account	or	Other Utility Account
3. Photo Identification (100 points)	Birth Certificate (70)		Passport (70)		Citizenship Cert (70)
	Drivers Licence (40)		Government issued ID (40)		Student Card (40)
	Credit Card (25)		Utility Bill (25)		Bank Statement (25)
4. Income	Employed		Self Employed		Not Employed
	Last two payslips		Accountant letter or Group Certificate		Proof of Gov. benefits
	Student		Proof of Gov. benefits, and/or Family Support, and/or Scholarships.		

DISCLOSURES, ACKNOWLEDGEMENTS & CONSENT

Privacy Disclosure Statement

We are an independently owned and operated business and are bound by the National Privacy principles. We collect personal information about you in this form to assess your Application for Tenancy. We may need to collect information about you from your previous Lessors or Letting Agents, your Employer and Referees. We will also check if details of Tenancy defaults by you are held on a Tenancy Database. Your consent for us to collect the information is set out below in the Privacy Consent section.

Collection Notice

The personal information you provide in this Application or our Agency collects from other sources is necessary for our Agency to verify your identity, to process and evaluate the Application and to manage the Tenancy. If the Application is successful, personal information collected about you in this Application and during the course of your Tenancy, may be disclosed for the purpose for which it was collected to other parties including the Lessor, Referees, other Agents and third party operators of Tenancy Databases. Information already held on Tenancy Databases may also be disclosed to our Agency and/or the Lessor. If you enter into a General Tenancy Agreement and if you fail to comply with your obligations under the Agreement, the facts and other relevant personal information collected about you during the course of your Tenancy may also be disclosed to the Lessor, third party operators of Tenancy Databases and/or other Agents. You have the right to access personal information that we hold about you by contacting our Privacy Officer. You can also correct this information if it is inaccurate, incomplete or out of date. If your Application is not successful it will be stored securely for a period of one month only. If you decide not to collect your Application we will destroy your documents to comply with Privacy Legislation. If you do not complete this form or do not sign the consent below then your Application for Tenancy may not be considered by the owner of the relevant Property or, if considered, may be rejected, due to insufficient information to assess the Application.

Acknowledgements by Applicant

(Please read the following carefully before initialling your acknowledgment)	Initial Here
I declare the information provided on this application is true and correct.	
I consent to verify details via Tenancy Information Centre of Australia and National Tenancy Database records.	
I consent to receive any documentation relevant to the Tenancy by electronic communication methods such as email or facsimile and the method of receiving advice or notification by SMS is accepted.	
Pre-moving in costs are a total of the first 2 weeks rent plus an RTA Bond of 4 weeks rent.	
I understand that Madison Heights is a cashless office, and that all rent is paid to this office by using the Rent Rewards Credit Card/Direct debit facility and I am aware of the costs for using this system of rent payment.	
I declare that I have never been evicted by a Lessor or Agent.	
I declare that I am not in debt with another Lessor or Agent.	
I declare that there is no reason known that would affect my ability to pay rent when it is due.	
I declare that I have never had a determination found against me in QCAT or any other tenancy tribunal.	

Privacy Consent

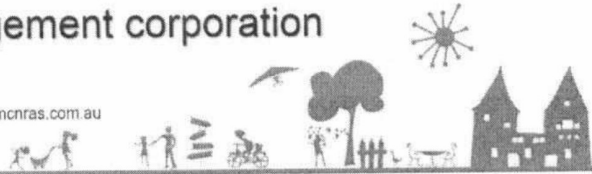
I acknowledge that I have read the above Privacy Disclosure Statement and Collection Notice of Madison Heights Management. I authorise Madison Heights Management to collect information about me from: • My previous letting Agents and/or Lessors; • My personal referees, employers and all other references on this application; • Tenancy Databases to which Madison Heights Management subscribes. I can refer to their Privacy Disclosure Statements via: www.tica.com.au. I authorise Madison Heights Management to refer my name and contact details to an arranger or service provider including tradespeople (to attend to work required at this Property), salespeople (primary and secondary Agents), valuers, the Lessor, other Agents, database operators, other Property Managers, Body Corporate, Insurance companies, Financial services, if required in the future, and to Authorities as required by law.

ACKNOWLEDGEMENT AND CONSENT BY APPLICANT

Print Name		Signed		Date	

amc affordable management corporation

Level 5, 10 Eagle Street Brisbane, Queensland 4000
GPO Box 888, Brisbane QLD 4001
Ph: (07) 3555 9500 Fax: (07) 3832 6485 Email: nras@amcnras.com.au



Tenant Application Form

Note: This form must be completed by each tenant wanting to reside in the property i.e. if 3 people are wanting to move in, then 3 forms must be completed. (Children not earning an income are excluded).

Applicant Details

Name: _____

Contact Number

Mobile: _____

Home: _____

Email _____

Rental Dwelling Address: _____

Date of Application: _____

Tenants

Number of Adults _____

Number of children under 18 yrs old _____

Proof of Identity

Please provide a copy of at least one item from both the primary and secondary list of items below as proof of identify of the following documents depending on your QLD residency status. Please tick ID provided.

Primary

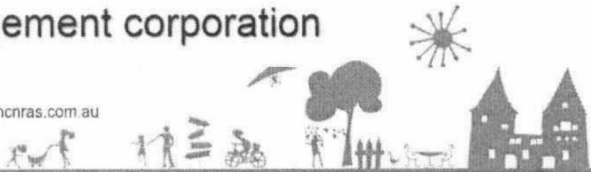
- | | |
|---|---|
| <input type="checkbox"/> Full Australian birth certificate or extract of Australian birth certificate | <input type="checkbox"/> Immigration papers or other documents issued by the Commonwealth Department of Immigration and Citizenship (including various visas) |
| <input type="checkbox"/> Current Australian Passport | |
| <input type="checkbox"/> Naturalisation or Citizenship certificate | |

Secondary

- | | |
|--|--|
| <input type="checkbox"/> Driver's license with photograph | <input type="checkbox"/> Other recognized photographic ID (e.g. Security Identification, Cash Convertors Card) |
| <input type="checkbox"/> 18 plus card with photograph | <input type="checkbox"/> Recent Bank Statement, Credit union or building society statement showing recent transactions |
| <input type="checkbox"/> Queensland shooters license with photograph | <input type="checkbox"/> Tax Notice of Assessment |
| <input type="checkbox"/> Bank, credit card or ATM Card with your signature | <input type="checkbox"/> Student card with photograph |
| <input type="checkbox"/> Apprenticeship indenture papers | |
| <input type="checkbox"/> Medicare card | |

amc affordable management corporation

Level 5, 10 Eagle Street Brisbane, Queensland 4000
 GPO Box 888, Brisbane QLD 4001
 Ph: (07) 3555 9500 Fax: (07) 3832 6485 Email: nras@amcnras.com.au



Total Income

Federal Government requires proof of the last 12 months income, therefore it is possible to be granted Conditional NRAS Approval from the State Government based on your current income, however you may still be rejected as an NRAS Eligible Tenant if your previous 12 months income exceeds the Federal Government's Tenant Income Levels.

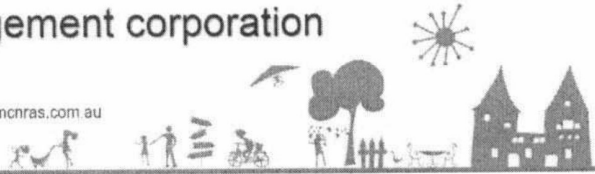
Please confirm your total income received (including tax) for any of the following categories of income payments **in the last 12 months from the date of this application**. Please provide proof of each income i.e. pay slips, Centrelink statements, PAYG Summary, Notice of Assessment (most recent), letter from employer stating **Gross** Total Income Earned and or Bank Statement to prove the income stated etc. Failure to provide adequate supporting documentation will result in delaying the process or rejection of your suitability for this property.

- You must confirm any gaps e.g. "had no income for the period 1/5/18 to 14/6/18".
- Anyone under the age of 18 that is earning income or receiving Centrelink needs to provide evidence
- Evidence to be provided if you received income from overseas in the last 12 months

Income for the last Financial Year	\$ Gross Amount
ATO Tax Notice	
Summary all Group Certificates, Centrelink and all other income	
Income Type for the last 12 Months	\$ Gross Amount
Wages/Salary for the last 12 months	
Business Income	
Bank Interest	
Dividends	
Newstart Allowance, Youth Allowance and/or Abstudy Payments	
Rent Assistance	
Partner Allowance	
Parenting Single Payment	
Family Tax Benefit A and/or Family Tax Benefit B	
Child Support/Maintenance	
Maternity Leave/Allowance	
Age Pension	
Senior Supplement	
Carer Payment	
Disability Support Pension	
Youth Disability Support Pension	
Pension Supplement Basic Amount	
Sickness Allowance	
Special Benefits	
Bereavement Allowance	
Wife Pension	
Widow B Pension	
Double Orphan Pension	
Assistance for Isolated Children Scheme	
Mobility Allowance	
Remote Area Allowance	
Reportable Fringe Benefits	
Reportable Superannuation Contributions	
Other sources of income:	

amc affordable management corporation

Level 5, 10 Eagle Street Brisbane, Queensland 4000
GPO Box 888, Brisbane QLD 4001
Ph: (07) 3555 9500 Fax: (07) 3832 6485 Email: nras@amcnras.com.au



Household Assets

Total Assets must not exceed \$116,375 for a single person or \$148,625 for two or more household members (current as at 27/7/18).

I also confirm that my liquid assets (as listed below) do not exceed the Queensland Government requirements, nor own or part own any real estate in Australia or overseas as at the date of this application (the household's combined assets need to be disclosed and proof of value need to be provided e.g. copies of bank statements, shares etc).

Household Assets	\$ Amount
Overseas Pensions	
Compensation Payouts or lump sum payouts	
Shares	
Dividends	
Bonds	
Debentures	
Term Deposits	
Property Trusts	
Other Trusts or managed Investments inc. Friendly Society Bonds	
Caravan/Mobile Home/live-aboard boat	
Residential Real Estate	
Vacant Land	
Industrial and or Commercial Property	
Other	

You must provide supporting documentation/evidence for any items you have mentioned above.

Superannuation

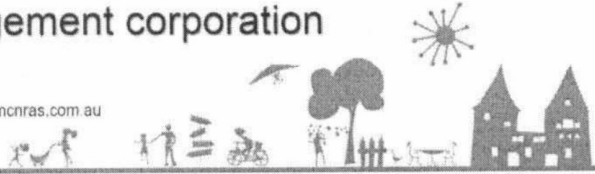
If you have received any superannuation payments in the form of a lump sum or an allocated pension please provide details.

Superannuation Yes No

	Date of Birth	Preservation Age
Preservation age table	Before 1 July 1960	55
	1 July 1960 – 30 June 1961	56
	1 July 1961 – 30 June 1962	57
	1 July 1962 – 30 June 1963	58
	1 July 1963 – 30 June 1964	59
	After 30 June 1964	60

amc affordable management corporation

Level 5, 10 Eagle Street Brisbane, Queensland 4000
GPO Box 888, Brisbane QLD 4001
Ph: (07) 3555 9500 Fax: (07) 3832 6485 Email: nras@amonras.com.au



When approvals are provided by AMC, it is under the assumption that the Applicants income or assets does not vary from the information provided as at the date of this application until the day prior to the commencement of the lease.

I confirm that the information provided is true and correct. I acknowledge that confirmation of my eligibility will remain current for 14 days from the date of approval from AMC. I will advise the property manager if my income level or assets listed in this application change prior to the commencement date of the lease. I understand that my application will be assessed again based on this information.

You are also required to complete a Tenant Demographic Assessment (one per household).

(Please tick)

- I have provided evidence of my income for the last 12 months
- One Tenant Demographic Assessment (TDA) has been completed for the household
- Each adult tenant has completed their own "Tenant Application Form"
- I confirm that the information provided is true and correct

.....

Tenant Signature

Date:


.....
Witness Signature

Date:

Tenant Consent Form

By completing this form, you as the tenant are providing consent to the collection and use of any personal information contained in this form, and in any additional or supporting information and documentation provided to the approved participant during the course of the tenancy to determine your eligibility to lease a property under the Scheme. This consent covers use by the approved participant and the department to use your personal information for the purpose of the Scheme.

1. Age composition of household

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

Age	Number of household residents (please indicate the number of tenants for each relevant age group for each relevant tenant)
0 – 4 years	
5 – 17 years	
18 – 54 years	
55 & over	

2. Household demographics*

Household demographics	Number of applicable tenants
Number of sole parents *	
Number of independent minors * (Independent minors are those persons aged under 18 years and residing in the household but living independently, i.e. not financially dependent on an eligible tenant over the age of 18 years)	
Number of couples*	
Number of residents with a disability	
Number of residents who are Aboriginal and/or Torres Strait Islander peoples	

3. Gross household income*

Gross household Income (before tax)	Amount	Number of residents receiving Commonwealth Rent Assistance
What is the annual gross household income before tax for the last 12 months?	\$	

4. Sources of income

(It is not mandatory to identify the income source, but it is **mandatory** to provide the housing provider with **evidence of household income** in order to verify your eligibility to rent an NRAS approved rental dwelling.)

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

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

5. Sources of income evidence

What type of evidence have you provided to support your household income?

Please indicate what type of evidence you provided to the approved participant or property/tenancy manager to support the income declared as above.	
Payslip	<input type="checkbox"/>
Tax Assessment	<input type="checkbox"/>
Centrelink Statement	<input type="checkbox"/>
Bank Statement	<input type="checkbox"/>
Superannuation Statement	<input type="checkbox"/>
Other (please list) – e.g dividend statement, foreign income, net income from business	
Other -	<input type="checkbox"/>
Other -	<input type="checkbox"/>
Other -	<input type="checkbox"/>

6. Studying or training

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

Studying or training	Number of residents
Apprentices or traineeships	
Tertiary students (university or technical college)	
Primary or secondary students	

7. 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	
Homeless	
Supported accommodation	
Other	
Rented – Real Estate Agent	
Rented - State & Territory Housing Authority	
Living with family or friends	

Tenant consent form – Signature Page* (all adult tenants and independent minors of the household are required to sign this page, please reprint this page for each tenant and complete if there is insufficient space to include all tenants).

NRAS Dwelling ID:

(To be completed by Approved Participant/Tenancy Manager)

The personal information you are asked to provide in this form or as additional or supporting information during your period of tenancy is collected by the approved participant/property/tenancy manager to enable the approved participant or housing provider to determine (and the department to verify) your eligibility to lease a property under the Scheme and to assist the Australian Government to find out more information about who is accessing its services. The approved participant or housing provider will be required to collect your personal information and provide it to the department. The approved participant, housing provider and the department all may be required, from time to time, to pass some or all of your personal information to other Australian Government departments and researchers however will not be disclosed to other agencies.

I (name of tenant/s)

Of (address)

In relation to my personal information contained in this form, and in the additional or supporting documentation provided during the course of my tenancy, I give my consent for the approved participant or housing provider responsible for managing the allocation covering my rental dwelling to collect my personal information for the purposes described in this form and in accordance with the objects of the Scheme.

I also give my consent for the 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 as collected in this form or any additional or supporting information as collected during the course of my tenancy.

I also acknowledge 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, in the event the allocation covering my rental dwelling is transferred to another approved participant, my details may be provided to the gaining approved participant.

Should I provide further personal information related to this form, or for the purposes of NRAS, I consent for my personal information to be handled in accordance with the above.

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.