



# Rental Rebate and Continued Eligibility Application Form

If you wish to apply for a rental rebate, lease extension or to confirm eligibility for public housing, please:

1. Complete this form in **BLOCK LETTERS**.
2. Provide proof of income and assets for all tenants and household members over 18 years of age.
3. Attach all documents requested in the application.
4. Sign the application.
5. Lodge the application at your nearest housing office.

**Note:** All information you declare in this application will remain confidential.

Do you require an interpreter to help you complete this form?  No  Yes

If yes, please indicate your preferred language:

**OFFICE USE ONLY**

Group no.....

Rebate expiry date.....

**Application type (select all applicable)**

Rental rebate  Lease extension

Annual eligibility assessment

Για βοήθεια στη γλώσσα σας τηλεφωνήστε στις Υπηρεσίες Στέγασης στο 1300 301 167.

"Đề được sự giúp đỡ về ngôn ngữ, xin gọi Dịch vụ Gia Cư qua số 1300 301 167"

للمساعدة اللغوية يرجى الاتصال بخدمات الإسكان على الرقم 1300 301 167

Untuk bantuan bahasa hubungi Dinas Perumahan Territory Housing di nomor telp 1300 301 167

សម្រាប់ជំនួយភាសា សូមទូរស័ព្ទទៅសេវាលំនៅឋានតាមរយៈលេខ៖ 1300 301 167

အင်္ဂလိပ်စကားနားလည်ဖို့အကူအညီအတွက် အိမ်ယာဝန်ဆောင်မှုဌာနသို့ ၁၃၀၀ ၃၀၁ ၁၆၇ ကို ခေါ်ပါ။

若需语言协助 请拨打1300 301 167 与房屋服务联络

Para a assistência da língua ligue para os Serviços de Habitação no 1300 301 167.

Wegen Hilfe in deutscher Sprache wenden Sie sich bitte an den Wohnungsdienst, Telefonnummer 1300 301 167.

For language assistance please call Territory Housing on 1300 301 167.

## Part A – Household details

### 1 Tenant details

Mr /  Mrs /  Ms /  Miss Gender:  Male  Female Date of birth: .....

First name(s):..... Last name: .....

Are you of Aboriginal or Torres Strait Islander origin?

Aboriginal:  Yes  No Torres Strait Islander:  Yes  No

Do you have a disability?  Yes  No

If yes, select your type of disability (select as many boxes as required)

Psychiatric  Physical  Intellectual  Sensory  Other:.....

**Contact details** Home phone: ..... Work phone: .....

Mobile phone: ..... Email address: .....

**Next of kin** (in case we are unable to contact you, please supply details for a person who could help us reach you)

Full name: ..... Relationship to you: .....

Address: ..... Post code: .....

Contact phone: ..... E-mail address: .....

## 2 Partner / co-tenant details

Please select:  Mr /  Mrs /  Ms /  Miss

First name(s): .....

Last name: .....

Gender:  Male  Female

Date of birth: .....

Are you of Aboriginal or Torres Strait Islander origin?

Aboriginal:  Yes  No

Torres Strait Islander:  Yes  No

Do you have a disability?  Yes  No

If yes, select your type of disability (select as many boxes as required)

Psychiatric  Physical  Intellectual  Sensory  Other: .....

### Contact details

Home phone: .....

Work phone: .....

Mobile phone: .....

E-mail address: .....

**Next of kin** (in case we are unable to contact you, please supply details for a person who could help us reach you)

Full name: ..... Relationship to you: .....

Address: ..... Post code: .....

Contact phone: ..... E-mail address: .....

## 3 Residential address

Address: ..... Post code: .....

**Postal address** (if different from residential address, or if you expect to leave your current address)

Address: ..... Post code: .....

## 4 Household member details

Have you, or any person to be housed with you, been known by another name(s) in the past?

(e.g. name changed by deed poll, marriage or divorce)  No  Yes

If yes, please list the name of each person and their past names: .....

.....

Are you notifying Territory Housing of any changes to your household structure (for example has anyone moved in or out of your household)?  No  Yes

If yes, please provide documentation that confirms this change. For example:

- Marriage certificate, statutory declaration of de facto relationship
- Birth certificate, custody papers or proof of receipt of Family Tax Benefit payment for custody of children and/or dependents
- Notification from the household members confirming they have left the household or intend to leave

Please give details of all the people who will live with you. Do not repeat information for you or your partner if the same information is already recorded on this application form.

Household member	1		2		3	
Title	<input type="checkbox"/> Mr <input type="checkbox"/> Mrs <input type="checkbox"/> Ms <input type="checkbox"/> Miss		<input type="checkbox"/> Mr <input type="checkbox"/> Mrs <input type="checkbox"/> Ms <input type="checkbox"/> Miss		<input type="checkbox"/> Mr <input type="checkbox"/> Mrs <input type="checkbox"/> Ms <input type="checkbox"/> Miss	
First name(s)						
Surname						
Relationship to you (e.g. son, daughter)						
Sex	<input type="checkbox"/> Male	<input type="checkbox"/> Female	<input type="checkbox"/> Male	<input type="checkbox"/> Female	<input type="checkbox"/> Male	<input type="checkbox"/> Female
Date of birth	/ /		/ /		/ /	
Aboriginal	<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> Yes	<input type="checkbox"/> No
Torres Strait Islander	<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> Yes	<input type="checkbox"/> No
Disability	<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> Yes	<input type="checkbox"/> No
If yes, please specify	<input type="checkbox"/> Psychiatric <input type="checkbox"/> Physical <input type="checkbox"/> Intellectual <input type="checkbox"/> Sensory Other: .....		<input type="checkbox"/> Psychiatric <input type="checkbox"/> Physical <input type="checkbox"/> Intellectual <input type="checkbox"/> Sensory Other: .....		<input type="checkbox"/> Psychiatric <input type="checkbox"/> Physical <input type="checkbox"/> Intellectual <input type="checkbox"/> Sensory Other: .....	

Household member	4		5		6	
Title	<input type="checkbox"/> Mr <input type="checkbox"/> Mrs <input type="checkbox"/> Ms <input type="checkbox"/> Miss		<input type="checkbox"/> Mr <input type="checkbox"/> Mrs <input type="checkbox"/> Ms <input type="checkbox"/> Miss		<input type="checkbox"/> Mr <input type="checkbox"/> Mrs <input type="checkbox"/> Ms <input type="checkbox"/> Miss	
First name(s)						
Surname						
Relationship to you (e.g. son, daughter)						
Sex	<input type="checkbox"/> Male	<input type="checkbox"/> Female	<input type="checkbox"/> Male	<input type="checkbox"/> Female	<input type="checkbox"/> Male	<input type="checkbox"/> Female
Date of birth	/ /		/ /		/ /	
Aboriginal	<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> Yes	<input type="checkbox"/> No
Torres Strait Islander	<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> Yes	<input type="checkbox"/> No
Disability	<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> Yes	<input type="checkbox"/> No
If yes, please specify	<input type="checkbox"/> Psychiatric <input type="checkbox"/> Physical <input type="checkbox"/> Intellectual <input type="checkbox"/> Sensory Other: .....		<input type="checkbox"/> Psychiatric <input type="checkbox"/> Physical <input type="checkbox"/> Intellectual <input type="checkbox"/> Sensory Other: .....		<input type="checkbox"/> Psychiatric <input type="checkbox"/> Physical <input type="checkbox"/> Intellectual <input type="checkbox"/> Sensory Other: .....	

Territory Housing has a responsibility to ensure public housing is allocated appropriately to tenant need and household size. If your household structure indicates that you are no longer entitled to the public housing dwelling you reside in, Territory Housing may ask you to transfer to a dwelling that better suits your needs.

## Part B – Income and asset details

### 5 Household income details

Please provide evidence of the gross weekly income (before tax) for all household members aged 18 years and over. Attach documents to confirm income received over the past three months as follows:

**Wages:** pay slips or a letter from your employer confirming gross (before tax) income.

**Government pension, benefit or allowance (including Family Tax Benefit Part A):** a statement no more than two weeks old, showing pension, benefit, allowance received from Centrelink, Veterans Affairs or other agencies.

If you are participating in the Centrelink Income Confirmation Service (ICS) your Centrelink payments will be confirmed electronically and you may not need to provide a Centrelink income statement.

**Self-employed:** provide previous financial year's tax notice of assessment from the Australian Taxation Office. If your business has been operating for less than 12 months, please discuss this with a housing officer.

**Income from any other source (e.g. Workers Compensation):** a letter, statement of other documentation that confirms both the source of income and the gross (before tax) amount.

*Note: if you are claiming child maintenance payments as exempt income you will need to provide proof of your payments (such as pay slips, confirmation from the Child Support Agency, or Statutory Declarations from both parties).*

Under section 36(a) of the *Housing Act*, you must notify Territory Housing of any changes to your income when they occur. The maximum penalty for an offence against this section is 100 penalty units.

### 6 Statement of assets

Normal household goods (furniture, white goods, TV etc.), personal items (clothing etc.) and one family vehicle are not counted as assessable assets. Assessable assets include high priced saleable items, financial investments and cash savings.

#### Please answer every question:

Do you or anyone living with you have any cash in the bank?  Yes  No

Do you or anyone living with you have superannuation funds that can be accessed?  Yes  No

Do you or anyone living with you have any stock market bonds, shares or investments?  Yes  No

Do you or anyone living with you own or part-own any real estate (e.g. land, house, unit, apartment, flat or commercial property) in Australia?  Yes  No

Does your household own more than one vehicle?  Yes  No

Does anyone living with you have any other assets of substantial value (e.g. caravan, motor home or boat)?  Yes  No

If you have answered yes to any of the questions above, please provide documentation that shows the value of these assets and any loans against them.

## Part C – Declaration

### 7 Statement of Privacy

Territory Housing collects only that personal information which is necessary to provide housing assistance under the *Housing Act* and its regulations. If you do not provide the information we may not be able to provide you with assistance. The information collected will not be disclosed to anyone without your consent unless it is required or authorised by law or necessary for maintenance, debt recovery, housing policy and research purposes in accordance with the Information Privacy Principles scheduled in the *Information Act*. You have a right to access and correct any information about you.

**If you have any queries or concerns please contact the Information Management Unit on 8999 8490 or write to GPO Box 4621, Darwin NT 0801.**

### 8 Declaration

I / We, ..... (name/s in block letters)

declare that, to the best of my / our knowledge, the answers I / we have given in this application are true and correct. I / We understand that I/we must advise Territory Housing of any change to my / our circumstances (for example changes in income, contact details or household size) which may affect the application.

I / We understand that I/we may be prosecuted under the *Housing Act* of the Northern Territory should I / we deliberately make a false or misleading statement in this application. Maximum penalty: 100 penalty units.

I/We authorise Territory Housing to confirm any personal and financial background relevant to this application.

Tenant signature: ..... Date: ..... (dd/mm/yy)

Partner/co-tenant signature: ..... Date: ..... (dd/mm/yy)

Under the *Information Act*, Territory Housing cannot supply your personal information to anyone without your consent. If you wish to consent to the release of information to your co-tenant please complete the authorisation below.

#### Tenant

I, .....(name) authorise the release of personal information to ..... (name).

Tenant signature: ..... Date: ..... (dd/mm/yy)

#### Partner/co-tenant

I, .....(name) authorise the release of personal information to ..... (name).

Partner/co-tenant signature: ..... Date: ..... (dd/mm/yy)

### Please ensure you answer every question in this form.

Territory Housing recognises that individual clients have unique needs. While we may be asking you to provide private and personal information about members in your household, we use this information to tailor our services to your requirements and provide additional support where needed.

## PART D – Supporting Documents

You may be required to provide one or more of the following documents to support your application.

### 9 Documentation required

#### PART A - Household Details

##### Documents which may be provided for a proof of name change

- Legal change of name certificate or deed poll certificate
- Australian Marriage Certificate
- Australian Divorce Papers

##### Documents which may be provided for a change of household structure

- Australian Marriage Certificate
- Statutory Declaration of de facto relationship (not required if Centrelink notified)
- Australian Divorce Papers
- Australian Birth certificate
- Suitable ID for dependent children for whom you do not receive Centrelink payments
- Custody papers
- Statutory Declaration and Centrelink confirmation detailing custody
- Receipt of FTB payment, Child Maintenance payments and Carers Allowance for custody of children/ dependents
- Statutory Declaration from household members confirming left or leaving household

##### Documents which may be provided as identification of a new tenant

- |  |  |
|--|--|
| <input type="checkbox"/> Australian Birth Certificate              | <input type="checkbox"/> Student ID card                 |
| <input type="checkbox"/> Australian passport (current)             | <input type="checkbox"/> Medicare Card                   |
| <input type="checkbox"/> Citizenship Certificate                   | <input type="checkbox"/> Proof of Age Card               |
| <input type="checkbox"/> Document of Identity (DFAT)               | <input type="checkbox"/> Pension Card                    |
| <input type="checkbox"/> Certificate of Identity                   | <input type="checkbox"/> Centrelink Income Statement     |
| <input type="checkbox"/> Australian Driver Licence – Motor Vehicle | <input type="checkbox"/> Australian Marriage Certificate |
| <input type="checkbox"/> Passport issued outside Australia         | <input type="checkbox"/> Larrakia ID card                |
| <input type="checkbox"/> Tangentyere Council ID Card               |  |

For further information refer to Proof of Identity Fact Sheet FS14.

#### PART B – Income and Asset Details

##### Documents which may be provided to confirm gross weekly income before tax, for all household members 18 years and over

- Pay slips – previous 13 weeks
- Statement of Income (form SF17)
- Letter from employer with full employment and gross weekly income details
- Income Confirmation Service (ICS) consent (form SF11) or paper based statement from Centrelink
- Current bank statements for all bank accounts
- Proof of loans against assets
- Self-employed – Business/ Sole Trader/ Partnership – Latest tax assessment from ATO, if operate less than 12 months previous three months' Profit and Loss statement and ATO tax assessment at the end of the financial year.
- Pensions from other countries – latest pension certificate
- Maintenance payments – provide documentary proof of payment, e.g. confirmation from Child Support Agency or a Statutory Declaration from both parties
- Self-funded retirees and investment generated income – documentation showing amount of interest income generated and the frequency of income payments
- Veterans affairs – current payment statement from Department of Veterans' Affairs

For further information refer to Proof of Income Fact Sheet FS13 and Eligibility Criteria for Public Housing Fact Sheet FS7.

Notes: .....

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#### For more information

Go to our website [www.housing.nt.gov.au](http://www.housing.nt.gov.au) or call us on 1800 104 076