



April 2020

The National Rental Affordability Scheme Tenant Demographic Assessment and Consent Form

When to use this form

This is an approved form under section 44 of the National Rental Affordability Scheme Regulations 2020. This form needs to be completed by you as the tenant and the approved participant so that the Department of Social Services (the department) can assess tenant eligibility for the National Rental Affordability Scheme (NRAS). The approved participant must provide a tenant consent form for each tenant of the dwelling.

This form requests information about you and the approved rental dwelling which includes:

- the length of the lease;
- the number and ages of occupants residing in or that will reside in the dwelling;
- sources and details of income earned (noting that the approved participant will need supporting evidence);
- the amount of rent that will be charged.

Approved participants are required to provide this form to prospective tenants. Each prospective tenant who is an adult must complete and sign this form prior to entering into any lease or rental agreement for an NRAS approved rental dwelling.

Why is information collected?

Information about you, and your household, is collected in this form to confirm your eligibility to rent an NRAS property. It may be used to better direct resources to areas of need and improve its services. The information can also be provided to state or territory governments for the same purpose.

Tenant's consent to give information

By completing and signing this form you agree to the collection, use and disclosure of your personal information (the information contained in this form) by the department for the purposes of NRAS. If you do not agree, this may affect your tenancy.

You can ask your approved participant to give you a copy of the information that they have provided to the department.

Protection of information

The approved participant and the department, as the persons responsible for collecting the information in this form, are required to observe the Australian Privacy Principles under the *Privacy Act 1988*. This means that this form must:

- tell you why the information is needed (i.e. to enable the department to assess your eligibility to lease an NRAS property and to provide additional information for assessing the rental eligibility status);
- tell you what will happen to your information and who it will be given to (i.e. the approved participant will provide the information to the department and the department may give the information to any other parties the department determines appropriate to achieve the objectives of the Scheme).

In addition, the approved participant and the department must:

- store the information securely;
- only use the information for the purpose it was obtained;
- only pass your information to other parties when the law allows or requires it.

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 names and your employer's name.

Any other Australian Government departments, state and territory governments and Australian researchers who are given access to the information must also observe the Australian Privacy Principles (or equivalent) 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. The department's 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

The 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 approved rental dwelling is within the household eligibility threshold for your household type. Your income should be reviewed annually. The initial verification must be conducted by the approved participant prior to you entering into a lease or rental agreement for the dwelling.

Please note that you will cease to be an eligible tenant if your household's combined gross annual income exceeds the approved income threshold by 25 per cent or more in two consecutive eligibility years.

The 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.

The approved participant must provide an NRAS approved rental dwelling at a rate at least 20 per cent below the assessed market rent of the property.

The 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 that each charge of rent for the dwelling is at least 20 per cent below the market value rent for the property.

The 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 Demographic Assessment and Consent Form:

- Question 1*
- Question 2*
- Question 3*
- Declaration*

* denotes mandatory questions

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

- Question 4*
- Question 5* (except for the part asking if the resident/s are people with a disability or are Aboriginal and/or Torres Strait Islander peoples).
- Question 6*
- Question 7
- Question 8
- Question 9
- Tenant consent form*

* denotes mandatory questions

Further information

Further queries on this form can be sent to nras@dss.gov.au.

Tenant Demographic Assessment Form

Approved Participant/Housing provider to complete Questions 1 to 3 and declaration

1. Dwelling ID* (* denotes mandatory question)

Dwelling ID number *	
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2. Lease details*

Start and end date of current lease *(for existing tenants only)	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*

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

Approved participant or housing provider declaration*

I (name of authorised officer)

Of (approved participant or housing provider name)

have explained to the tenant, and I believe the tenant to understand:

- all of the information at pages 1-3 of this form;
- 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
- that, 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

Tenant to complete Questions 4 to 9 and consent form

4. Age composition of household*

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*

Household demographics	Number applicable
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	

6. Gross household income*

a. For new tenants:

Gross household Income (before tax)	Amount	Number of residents receiving Commonwealth Rent Assistance
What was the annual gross household income for the 12 months prior to entry into this dwelling? *	\$	

b. For existing tenants:

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? *	\$	

7. Sources of income*

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	

(*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 your eligibility to rent an NRAS approved rental dwelling.)

8. Studying or training

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

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

9. 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	

Tenant consent form*

NRAS Dwelling ID:

The personal information you are asked to provide in this form is collected by the approved participant 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.

I (name of tenant)

Of (address)

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 as collected in this form 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.

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