

Information Cover Page

Please read prior to completing your Application. If your application is not filled in correctly it will not be processed and you may miss out on the property.

- One Application is to be completed per person over the age of 18.
- Applicants must inspect the inside of the property prior to being approved.
- This Application cannot be processed until it is completed including copies of all identification documents and income evidence.

NRAS Reference Number – [Apply Online](#) for a reference number from the HPW website. Once you have applied online you can complete and submit your tenancy application.

Identification Requirements – we require 100 points of identification as per the options list below

Category A (at least one of the following)

Drivers License and / or 18+ Card (40 points per item)

Category B (at least one of the following)

Passport and/or Australian Birth Certificate (30 points per item)

Category C

Pension card, Medicare Card, Phone/Utilities account (10 points per item)

Residency Requirements

Australian Citizens – either Australian Birth Certificate, Passport, or Citizenship Certificate

New Zealand and other Foreign Citizens with permanent residency - MUST include passport and VISA documents

Household Income & Asset Assessment – [Info Online](#)

You must advise us of all income, including Wages, Centrelink, Child Support, gifts from family etc received within the last 12-month period. Please supply copies of the below for income assessment where applicable.

For **Each Job** worked in the last 12 months

Three (3) most recent payslips, and

If employed in the job prior to 30/06/2019, either a

PAYG payment summary for year ending 30 June 2019, or

ATO Income Statement from the myGov ATO Portal

Centrelink Pensions & Assistance

Centrelink Income Statement, and

Payment History transaction list for 12 months from myGov

Centrelink Portal

If you lodged a tax return for FY18/19

ATO Notice of Assessment

Self-Employment & Business Income

Profit & Loss Statement from accountant

Child Support formal/registered agreements

Centrelink Income Statement (if maintenance shown), or

Child Support Assessment letters covering the 12 months

Child Support informal agreements

Table of payments with total, matched to bank statement

We verify, then the payer supplies a Statutory Declaration

Periodic payments from relatives

Table of payments with total, matched to bank statement

We verify, then the payer supplies a Statutory Declaration

Dividends from private company shared

Dividend statements

All other income

Please consult the office of evidence requirements

Bank Statements & Proof of Liquid Assets – Supply an internet banking Account Summary snapshot as evidence of account balances, plus 12 months of bank statements to evidence no undeclared income, and you are under liquid asset limits.

How Long Does it take to process an Application? – Typically five to ten working days, depending on availability of references.

If the Application is approved, within 24 hours of acceptance, the General Tenancy Agreement is to be signed by all approved lease holders and an amount, equal to 2 weeks rent is to be paid by Direct Deposit. We are strictly a cash free office.

<p><u>APPLICATION FORM AVAILABLE</u> <u>FOR DOWNLOAD FROM OUR WEBSITE</u> http://manlymanagement.com.au/apply-nras</p>	<p><u>SUBMIT SUPPORTING DOCS VIA OUR WEBSITE</u> <u>UPLOAD PORTAL OR VIA USB FLASH DRIVE</u> http://manlymanagement.com.au/upload</p>
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<p>Applicant Acknowledgement - In accordance with Section 58 of the Residential Tenancies and Rooming Accommodation Act 2008, I confirm that prior to submitting this application to Manly Management, I have been given a form 18a General Tenancy Agreement including all standard terms and any special terms via the below link. http://www.manlymanagement.com.au/clink/nras-18a-sample/</p>	
	Initials

Personal Information Collection Notice and Request for Consent (Tenants)

The National Affordable Housing Consortium (NAHC) is a not-for-profit company that manages the dwelling that you are applying to rent under the National Rental Affordability Scheme. As the property manager, NAHC requires certain personal information in order to verify your identity, to process and evaluate your application and to manage the tenancy effectively and in accordance with all relevant legislation (including NRAS legislation). NAHC collects personal (and potentially sensitive) information directly from you and may also collect this information from third parties where it is unreasonable or impracticable to collect it directly from you, including your previous property managers and/or landlords, your current and previous employers, financial and educational institutions, the personal referees you have provided and any tenancy default database (including TICA), which may contain personal or sensitive information about you. If this information is not collected, NAHC may not be able to process the application or effectively manage the tenancy.

Your personal information may be disclosed, for the purpose for which it was collected, to other parties including the owner/lessor of the NRAS dwelling, your personal referees, other agents of NAHC (including contractors), government agencies, regulatory and judicial officials and bodies, and third party operators of tenancy references databases. Your personal information may be disclosed regardless of whether your application is successful and for reasons arising before, during or after a tenancy. If the owner of the dwelling for which you have applied resides overseas (in China, India, Indonesia or South Africa), your personal information may be shared with that overseas recipient and disclosed to that particular country.

You have the right to access your personal information held by NAHC by contacting NAHC’s Privacy Officer at 07 3169 2511 or privacy@nahc.org.au. You can also contact the Privacy Officer to correct your personal information or complain about a breach of the Privacy Act. NAHC will investigate any complaint and will notify you of its determination in a reasonable time after the complaint is made.

Due to this application being in connection with the National Rental Affordability Scheme, should this application be successful and you become a tenant of an NRAS dwelling, limited demographic information will be collected and submitted to various Commonwealth and State authorities as part of the reporting requirements of the Scheme. A separate notice and consent form for these purposes will be provided in the event you become the tenant of an NRAS dwelling.

Privacy Consent

I, the prospective tenant, acknowledge that I have read the above Personal Information Collection Notice and NAHC’s Privacy Policy. I consent to NAHC’s collection and disclosure of my personal information as set forth above and in NAHC’s Privacy Policy.

Signature	
Applicants Name	
Date	

PLEASE NOTE WE WILL NOT BE ABLE TO PROCESS THIS APPLICATION IF NOT SIGNED WHERE APPLICABLE

NRAS APPLICATION

National Affordable Housing Consortium

Manly Management Pty Ltd – Bayside Point
1 / 57 Charles Canty Drive
Wellington Point, Q 4160

Ph 0490 042 280 | bayside@manlymanagement.com.au

Tenancy commencement details

Applicant Full Name			
Address Applying For			
Would you like to be considered for other NRAS units if unsuccessful? Order of Preference?			
Lease Start Date		Lease Term	
Weekly Rent		Pets kept in property	

Applicant details

Mobile Phone Number		Home Phone Number	
Email Address			
Date of Birth		Place of Birth	
Drivers Licence No.		Drivers Licence Expiry	
Passport No.		Passport Expiry	
Australian Citizen	Yes	No: Passport & Visa Are Required, Visa Expires:	

Household composition

Number of Adults who will reside at property		Number of Children who will reside at property	
Please list names and date of birth for all other property residents below			
Other Resident 1		Date of Birth	
Other Resident 2		Date of Birth	
Other Resident 3		Date of Birth	
Other Resident 4		Date of Birth	
Other Resident 5		Date of Birth	
Other Resident 6		Date of Birth	

Vehicle registration details

Car Rego kept at property 1		Make/Mode/Year/Colour	
Car Rego kept at property 2		Make/Mode/Year/Colour	
Car Rego kept at property 3		Make/Mode/Year/Colour	

Complete below if studying

Organisation		Course	
Remaining Duration		Student Id	

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Current Address			
Type of Accommodation ie Renting through agent, Renting Privately, Own Home, living with family etc			
Move in Date Approx			
Rent Paid		Bond Held	
Full Bond Refund expected? If not, why?			
Agent / Landlord			
Contact Phone			
Contact Email			
Reason for Leaving			

Previous Address 1			
Type of Accommodation ie Renting through agent, Renting Privately, Own Home, living with family etc			
Move in Date Approx		Move out Date Approx	
Rent Paid		Bond Held	
Full Bond Refund expected? If not, why?			
Agent / Landlord			
Contact Phone			
Contact Email			
Reason for Leaving			

Complete below if the combined time spent in your Current and Previous property was less than 18 months.

Previous Address 2			
Type of Accommodation ie Renting through agent, Renting Privately, Own Home, living with family etc			
Move in Date Approx		Move out Date Approx	
Rent Paid		Bond Held	
Full Bond Refund expected? If not, why?			
Agent / Landlord			
Contact Phone			
Contact Email			
Reason for Leaving			

Please list all Employment Income from the last 12 months

Note – Leave blank when not required. For more than three employers, record extras on next page.

Employer 1			
Your Position			
Branch / Location			
Weekly Gross Pay		Full Time / Part Time / Casual / Contract / Other	
Start Date		End Date or Current ?	
Payroll / Managers Name			
Phone Number			

Employer 2			
Your Position			
Branch / Location			
Weekly Gross Pay		Full Time / Part Time / Casual / Contract / Other	
Start Date		End Date or Current ?	
Payroll / Managers Name			
Phone Number			

Employer 3			
Your Position			
Branch / Location			
Weekly Gross Pay		Full Time / Part Time / Casual / Contract / Other	
Start Date		End Date or Current ?	
Payroll / Managers Name			
Phone Number			

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Manly Management Pty Ltd – Bayside Point
1 / 57 Charles Cnty Drive
Wellington Point, Q 4160

Ph 0490 042 280 | bayside@manlymanagement.com.au

Please list all other income from the last 12 months .
Note - Leave blank or write N/A when not received.

Income Source Include comments underneath if necessary	Payment Frequency ie Weekly, Fortnightly, Monthly	Payment Amount	Number of Payments received in last 12 months ie 52 weekly payments in full year ie 26 fortnightly payments in full year	Total Amount Received in last 12 months Payment Amount x Number of Payments	Last Payment Received Date
Example Only – Centrelink Family Assistance (Only Received for the last 6 months)	Fortnightly	\$400	13	\$5200	DD / YY / YYYY

Centrelink					
Child Support					
Money received from relative					

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Emergency Contacts

Emergency Contact 1			
Address			
Phone		Relationship	

Emergency Contact 2			
Address			
Phone		Relationship	

Personal References

Non-Related Personal Referee 1			
Address			
Phone		Occupation	

Non-Related Personal Referee 2			
Address			
Phone		Occupation	

Declarations – Applicants to Complete and Provide Details as Required

Have you ever been evicted by any Lessor or Agent ?	No	Yes
Are you in debt to another Lessor or Agent ?	No	Yes
Is there any reason known to you that would affect your ability to pay rent when due ?	No	Yes
Was your Bond at your last address refunded in full ?	No	Yes

Was the Property in a satisfactory condition when you inspected it? If not, lest requests.		
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I acknowledge and agree that this is a non-smoking premises and smoking indoors is prohibited at all times?	Agree	Disagree
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I declare the information provided is true and correct. I consent to verify details via Tenancy Information Centre of Australia and National Tenancy Database records. I declare I am not bankrupt or an undischarged bankrupt.

I understand that if the nominated Applicant is advised this Application is approved then within 24 hours, all approved Applicants are to sign the General Tenancy Agreement and pay 2 weeks rent as Part Bond. The Tenant is then bound to the Terms of the Agreement and the Property will cease to be available for rent. If the Tenancy does not proceed, steps to apply for a refund of the Bond will be taken by the Agent for monies owed for rent until a replacement Tenant is secured.

ACKNOWLEDGEMENT

Signature	
Applicants Name	
Date	

Annual Household Income Declaration

National Affordable Housing Consortium May 19 to Apr 20

Manly Management Pty Ltd - Bayside Pt
 1 / 57 Charles Canty Drive
 Wellington Point, Q4160
 Ph 07 3822 7202 | Mob 0490 042 280
 e. bayside@manlymanagement.com.au

Declarations – Tenants to Complete and Provide Details as Required

NRAS Approval Number:

I / We _____, of _____ in the State of Queensland do solemnly and sincerely declare that:

- My / Our current (before tax) **annual** income - including wages, pension, allowances, interest, dividend payments, child support payments and payments made by Centrelink including family allowance, is:

1.	\$
2.	\$
3.	\$
4.	\$
TOTAL	\$

- The amounts mentioned in the below table are indexed in accordance with the NRAS tenant income index on 1 May each year, rounded to the next whole dollar. Eligible tenants cease to be eligible tenants if their combined gross income exceeds the income limit for their household by 25% or more in 2 consecutive eligibility years.

2019 – 2020 NRAS Year Household Income Limits – as at 1 May 2019			
Household Composition	At the commencement of NRAS tenancy initial income limit must not exceed*	During NRAS tenancy upper income limit must not exceed*	Tenant to tick the applicable Household Type
One Adult	\$51,398	\$64,248	
2 Adults	\$71,061	\$88,827	
3 Adults	\$90,724	\$113,405	
4 Adults	\$110,387	\$137,984	
Sole parent with 1 child	\$71,110	\$88,888	
Sole parent with 2 children	\$88,160	\$110,200	
Sole parent with 3 children	\$105,210	\$131,513	
Couple with 1 child	\$88,111	\$110,139	
Couple with 2 children	\$105,161	\$131,452	
Couple with 3 children	\$122,211	\$152,764	

Tenants have an obligation to inform the Property Manager of any increases to their income amount as it stands upon entering into this agreement.

- Our household’s liquid assets do not exceed \$116,375.00 for a single person household or \$148,625.00 for a household with two or more members (including cash savings, fixed term deposits, shares, bonds but not vehicles).
- Neither I / We or anyone else in our household own or part-own one of the following assets:
 - Residential (including house, flat, unit or townhouse;
 - Vacant Land (including residential, commercial or industrial);
 - Live aboard boat, caravan, mobile home, or transportable home permanently connected to utilities;
 - Industrial property; or
 - Commercial property.
- Annual Reassessment Checklist has been completed for each resident and Proof of Income supplied.

ACKNOWLEDGEMENT

Tenant Name	
Tenant Signatures	
Date	