Tenancy Information and Eligibility Requirements

ABOUT NRAS ([Australian Government NRAS Website](http://www.eqf.gov.au))

The NRAS apartments are low-cost, *single occupancy housing* funded through the Commonwealth Government’s National Rental Affordability Scheme.

Under the scheme, the apartments can only be rented to those who meet the NRAS Eligibility Requirements, therefore applicants will be required to provide evidence of income and confirm that they are eligible. Before applying, please ensure that you are eligible at the time of logging your application AND at the time of commencement of the lease.

Unlike all other student accommodation at Monash University, the NRAS apartments are offered as a traditional rental/lease agreement with Monash Accommodation Services Pty Ltd (MAS) being the landlord.

**TENANT ELIGIBILITY REQUIREMENTS**

NRAS mandatory requirements include the following two provisions: ¹

1) Dwellings must be rented to ‘eligible tenants’, i.e. tenants whose income levels fall within the initial income limit. The income levels for eligible tenants are specified in the NRAS Regulations:

   To satisfy the income threshold and thus be an eligible tenant, your total combined gross income for the 12 month period immediately before you move into a NRAS approved dwelling must be equal to or less than the *initial* income limit of $52,795.00 [The initial income limit of $52,795.00 is correct as at 1 May 2021]¹.

   Initial tenant income levels are assessed against gross income according to the household composition. Briggs Hall and Jackomos Hall offer single occupancy leases and as such the initial income limit is $52,795.00 per annum.

   Income may increase up to 25 per cent (the upper income limit) before their eligibility is affected. Household income limits are indexed annually on 1 May in accordance with the NRAS tenant income index. ¹; and

2) Dwellings must be rented at a rate that is at least 20 per cent below the market rate. See accommodation rates and information about period of fixed term residential tenancy agreements [http://www.monash.edu/accommodation/accommodation/pricing](http://www.monash.edu/accommodation/accommodation/pricing) (The rental rate for Briggs Hall and Jackomos Hall listed in the pricing sheet is already reflective of the 20% below market rate).
TENANTS SECTION

As there is considerable demand for these dwellings there is no guarantee that you will be able to rent a dwelling developed under the Scheme. The Australian Government does not select tenants or maintain a waiting list for homes supported by NRAS. This is done by the tenancy manager of the particular property. The allocation of NRAS dwellings to tenants is assessed by and at the discretion of the tenancy management organisation. As long as NRAS eligibility requirements are met, decisions will be made in line with their usual policies and processes.

If your Application is successful, you will be required to:

- Produce a driver’s licence or passport for identification purposes;
- Provide additional information as requested to meet NRAS eligibility requirements;
- Complete and sign a fixed term Residential Tenancies Agreement;
- Complete and sign a Tenant Consent and a Tenant Demographic Assessment Form
- Complete and sign a Condition report

ADDITIONAL OPTIONS

Please note that the following dot points are suggested things you may wish to do. If you choose not to do any or all of the following, it will have no bearing on your eligibility to live in an NRAS approved dwelling. Suggestions:

1) We recommend that you take out personal contents insurance for your belongings. Remember, it is your responsibility to insure your possessions. The landlord’s insurance policy does not cover your possessions.

2) We also strongly recommend that you take out membership with Ambulance Victoria

For more information refer to ‘Renting a Home: A Guide for Tenants’ which we will provide to you on your arrival and which is also available from Consumer Affairs Victoria on 1300 55 81 81 or from their http://www.consumer.vic.gov.au/housing-and-accommodation/renting

¹ More details on tenant income levels and tenant eligibility can be found at https://www.dss.gov.au/our-responsibilities/housing-support/programmes-services/national-rental-affordability-scheme
NATIONAL RENTAL AFFORDABILITY SCHEME (NRAS)

INCOME DECLARATION FORM

The following is information on what needs to be included when completing the Income and Employment Details section of the National Rental Affordability Scheme (NRAS) Application form.

INCOME DETAILS

Under the NRAS Scheme, the apartments can only be rented to Tenants who meet the NRAS income eligibility requirements. You must provide details of your gross income [i.e. income before tax has been taken out for the 12 month period prior to the day on which you first move into the NRAS funded apartment]. Please note that gross income is the income in dollar value, derived, earned or received from any source before any tax is applied. Reportable superannuation contributions which include amounts voluntarily salary sacrificed to superannuation must be included in gross income.

It is a requirement that we are able to verify gross income of all Tenants at the time of lodging an application AND at the date of commencement of a lease.

Please complete the following table. Please note that the Landlord may require further information or evidence to verify your gross income.

Section B.6 of Income Declaration Form

If you receive a periodic payment from an immediate relative, that is father, mother, son, daughter, brother or sister to help support you (for food, clothing, entertainment, car payments, rent etc.), you are required to declare this income under section B.6.

Note that under the National Rental Affordability Scheme:

- Dwellings must be rented to “eligible tenants”, i.e. tenants whose income levels fall within the initial income limit. The income levels for eligible tenants are specified in the NRAS regulations.
- To satisfy the income threshold and thus be an eligible tenant, your total combined gross income for the 12 month period immediately before you move into an NRAS approved dwelling must be equal to or less than the initial income limit of $52,795.00 [The initial income limit of $52,795.00 is correct as at 1 May 2021].

All amounts to be in Australian Dollars (AUD$) enter numbers only; no spaces or characters.

<table>
<thead>
<tr>
<th>Section A</th>
<th>Employment Income, Scholarship &amp; Government Payments</th>
<th>Amount AUD$</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>Gross Income from earnings (full-time, part-time or casual employment) including fringe benefits. Note that the non-grossed up amount of fringe benefits will be calculated as income. (Mandatory: Please complete Employment Details when providing a response to this income category - see Employment Details overleaf)</td>
<td></td>
</tr>
<tr>
<td>2</td>
<td>Commonwealth Rent Assistance: A rent subsidy paid by the Commonwealth, a state or territory</td>
<td></td>
</tr>
<tr>
<td>3</td>
<td>Income support payments (Youth allowance, New Start allowance, Abstudy, Disability Pension, other)</td>
<td></td>
</tr>
<tr>
<td>4</td>
<td>Scholarship/grant received from the University or an external organisation</td>
<td></td>
</tr>
<tr>
<td>5</td>
<td>Employment income salary sacrificed into superannuation (reportable superannuation contributions which include amounts voluntarily salary sacrificed to superannuation must be included in gross income).</td>
<td></td>
</tr>
</tbody>
</table>

Section B | Relative Payments = Cost of living, rental and University course fees. (if applicable)

| 6a        | A periodic payment from an immediate relative, that is father, mother, son, daughter, brother or sister (total must be equal to the sum of all payments received over a 12 month period) |             |
| 6b*       | LESS: University Course Fee (if applicable) |             |

Section C | Other Income

| 7         | Any income from sources outside Australia |             |
| 8         | Family trust distributions or dividends from private company shares |             |
| 9         | Deemed income from financial investments |             |
| 10        | Child support payments |             |
| 11        | Net income from businesses or sole traders, including farms |             |
| 12        | Net income from rental property |             |
| 13        | Redundancy payments |             |
| 14        | Income from boarders and lodgers |             |
| 15        | Non-Australian pensions and income |             |
| 16        | Income from income stream products, such as annuities and allocated products |             |
| 17        | Loans received for personal use (e.g. assist with bills, buy a car) |             |

TOTAL ANNUAL INCOME for the 12 months prior to the day on which you complete this form. AUD$

NB: Social Security Law does not count rent subsidies such as Rent Assistance or income support payments as income. However, for NRAS purposes, Rent Assistance and income support payments and other similar support payments e.g. Family Tax Benefit are counted as income.

*Please note that the balance is deemed total sum of periodical payments received for living costs and/or living allowance.
EXAMPLES OF EXEMPT INCOME

Examples of exempt income include but are not limited to:

- Superannuation – will not be considered income until they reach pension age or start to receive a pension or annuity out of that fund. On that basis if someone is transitioning to retirement, and receiving even a part payment of their superannuation account, it would be considered income under the SS Act and for NRAS purposes;
- Compensation for loss of, or damage to, building, plant and personal effects;
- Inheritance (however, any interest earned from the inheritance, by placing in a trust, or leaving in a bank account would be assessed as income, that it, income from interest or dividends);
- Lump sum compensation payments;
- Scholarship or tuition payments paid directly to educational institutions;
- State foster care allowance or benefit;
- Emergency relief or similar assistance;
- Supported disability accommodation under a National Disability Insurance Scheme (NDIS) plan
- Costs of running a business e.g. staff wages, supplies
- Receipt of Periodic or lumpsum payments of a previous loan made by the tenant
- A payment under the NDIS as part of a tenant’s NDIS package, and
- Loan repayments from a pre-existing loan made to family/friend by the tenant.

IF YOU HAVE OR HAVE HAD MORE THAN ONE EMPLOYER, PLEASE PRINT OFF AS MANY COPIES OF THIS PAGE AS YOU NEED AND ATTACH THE ADDITIONAL PAGES TO THIS APPLICATION FORM.

Other employment information:

Name of employer: ........................................................................................................................................................................

Type of employment: □ Full time □ Part Time □ Casual □ Combination of full-time, part-time and/or casual

Commencement date with this employer.......................... End date with this employer.......................... or ongoing □

Collection of Information Statement

Monash Residential Services is collecting your information on behalf of the Landlord, Monash Accommodation Services Pty Ltd (MAS), a wholly owned subsidiary of Monash University, for the primary purpose of assessing your application for Monash University residential accommodation and if your application is successful, to provide you with the accommodation services for which you have applied. This may also include associated activities, including:

- Assisting with the management of your health and welfare;
- Attending to financial and debt recovery matters; and
- Conducting background checks, including into your prior rental history, relevant to ensure your suitability for a place in residential accommodation.

- The information you provide in this application form and any document supplied in support of this application may be disclosed to MAS, Monash University’s controlled entities and its internal divisions including but not limited to Monash Residential Services (MRS).

- For the Studio Apartments funded under the National Rental Affordability Scheme (NRAS) the information on this form is collected for to enable MAS and Monash University to assess your eligibility to lease a property under the National Rental Affordability Scheme and to assist the Australian Government to find out more information as to who is accessing its services. MAS is required to provide your personal information [Income declaration, lease, tenant demographic Assessment] to the Australian Government [Department of Social Services] for reporting purposes under the National Rental Affordability Scheme

For more information about the handling of your personal information by Monash Residential Services, or other organisations acting on our behalf, please see Student Data Protection and Privacy Collection Statement.

Monash University values the privacy of every individual’s personal information and is committed to the protection of that information from unauthorised use and disclosure except where permitted by law. For more information about Data Protection and Privacy at Monash University please see our Data Protection and Privacy Procedure.

If you have any questions about how Monash University is collecting and handling your personal information, please contact our Data Protection and Privacy Office at dataprotectionofficer@monash.edu.

Declaration

I declare that to the best of my knowledge the information provided above is true and correct. I consent to the use and disclosure of my personal information in accordance with the Collection of Information Statement as listed in this form. I declare that I have read, understood and accept all terms, conditions and eligibility requirements associated with applying for accommodation at MRS.

Name:...........................................................................................................................................................................................................

Signature:...............................................................................................................................................................................................

Date:.................................................................................................................................................................

If you have any further questions or enquiries please contact the Administration Office at:

Monash Residential Services, 38 College Walk, Monash University, Clayton, Vic 3800, Australia
Phone: +61 3 9905 6266   Fax: +61 3 9905 6430   Email: mrs.applications@monash.edu