

## Tenancy Information and Eligibility Requirements

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### ABOUT NRAS ([Australian Government NRAS Website](#))

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: <sup>1</sup>

- 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 \$50,489.00 [The initial income limit of \$50,489.00 is correct as at **1 May 2018**]<sup>1</sup>.

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 \$50,489.00 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. <sup>1</sup>; 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>

**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 <http://ambulance.vic.gov.au/>

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>

<sup>1</sup> 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>

**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 for 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 4 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 4 and provide evidence in the form of a bank statement or statutory declaration.

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 \$50,489.00 [The initial income limit of \$50,489.00 is correct as at **1 May 2018**].

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

Section	Examples of income	Amount
1	*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)	* AUD\$
2	*Commonwealth Rent Assistance: A rent subsidy paid by the Commonwealth, a state or territory	* AUD\$
3	* Scholarship/grant or tuition payments paid into your account	* AUD\$
4	* A periodic payment from an immediate relative, that is father, mother, son, daughter, brother or sister	* AUD\$
5	*Family trust distributions or dividends from private company shares	* AUD\$
6	*Deemed income from financial investments	* AUD\$
7	*Child support payments	* AUD\$
8	* Income support payments	* AUD\$
9	*Net income from businesses, including farms	* AUD\$
10	*Net income from rental property	* AUD\$
11	*Redundancy payments	* AUD\$
12	*Income from boarders and lodgers	* AUD\$
13	*Non-Australian pensions and income	* AUD\$
14	*Any income from sources outside Australia	* AUD\$
15	*Income from income stream products, such as annuities and allocated products	* AUD\$
16	*Employment income salary sacrificed into superannuation (reportable superannuation contributions which include amounts voluntarily salary sacrificed to superannuation must be included in gross income).	* AUD\$
<b>TOTAL ANNUAL INCOME for the 12 months prior to the day on which you will arrive</b>		<b>AUD\$</b>

\*Attach supporting documents

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.

**ATTENTION Applicants:**

Please check our rental rates at <http://www.monash.edu/accommodation/accommodation/pricing> for Briggs Hall and Jackomos Hall.

**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; and
- Lump sum winnings from lotteries or gambling

NB: Note that where the winnings attract interest from investment, the interest must be declared as income.

**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

DOCUMENTATION EVIDENCING GROSS HOUSEHOLD INCOME (Employment and Income)

Please attach the following documents to your application:

(1) Any two of the following documents (if you have more than one employer, please attach documents for each employer):

- Notice of assessment for annual tax returns for the most recent year; or
- Copies of 6 weeks of payslips; or
- Letters from employers certifying your gross income – current and/or past.

AND

(2) If you have any other income:

- Statements, letters or other evidence documenting your "other income" [for example: statements from Centrelink or of dividends or rents paid to you from investments]
- Copies of bank statement
- Written evidence of overseas income such as pension and/or
- Statements that provide information about other sources of income

If you are unable to provide any form of evidence of income as listed above, then you can provide a statutory declaration an example of which can be found here:

<http://assets.justice.vic.gov.au/justice/resources/655adb6d-a406-40f5-ba66-81fb306b047d/statutory-declaration-form.pdf>

What is a statutory declaration and a list of persons who may witness statutory declarations can be found:

at <http://www.justice.vic.gov.au/home/justice+system/legal+assistance/statutory+declarations/>

A pharmacist in Australia is an authorised witness.

**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:.....

### **Collection of Information Statement**

Monash University collects information under this application process on behalf of the Landlord, Monash Accommodation Services Pty Ltd (MAS), a wholly owned subsidiary of Monash University. The information provided in this application form and any document supplied in support of this application (your information) may be disclosed to MAS, Monash University's controlled entities and its internal divisions including but not limited to Monash Residential Services (MRS) and in the case of NRAS (Studios) to the Commonwealth and Victorian Government departments.

For the Studio Apartments funded under the National Rental Affordability Scheme (NRAS) the information on this form is collected for the primary purpose of enabling 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 to the Australian Government for reporting purposes under the National Rental Affordability Scheme – this will involve the disclosure of your information to the relevant government departments.

For all Studio Apartment applications, if your application is successful, your information will be used for the following secondary purposes; for the health and welfare of the tenant, university administration purposes, correspondence and communication, and security and safety (of yourself and others).

For further information, please refer to the MRS Privacy Collection statement @ <http://www.monash.edu/accommodation/current-residents/regulations-and-policies/privacy-collection-statement>.

You have the right to access personal information that Monash University holds about you, subject to any exceptions in relevant legislation. If you wish to seek access to your personal information or inquire about the handling of your personal information, please contact the University Privacy Officer via email on [privacyofficer@monash.edu](mailto:privacyofficer@monash.edu)

**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.uc@monash.edu](mailto:mrs.applications.uc@monash.edu)

**INCOME DECLARATION GUIDE**
**A guide to completing the Income and Employment Details**

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 for commencement of a lease. It is deemed necessary that this information be collected to assess a tenant's ability to pay rent for the duration of a lease.

The following table will be on the application form and will need to be completed at the time of application in order for our staff to verify that you meet the income eligibility requirements of the NRAS scheme. Please note that the Landlord may require further information or evidence to verify your gross income.

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 4 and provide evidence in the form of a bank statement or statutory declaration.

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

Section	Examples of income	Amount
1	*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)	* AUD\$
2	*Commonwealth Rent Assistance: A rent subsidy paid by the Commonwealth, a state or territory	* AUD\$ <b>3,900</b>
3	* Scholarship/grant or tuition payments paid into your account	* AUD\$
4	* A periodic payment from an immediate relative, that is father, mother, son, daughter, brother or sister	* AUD\$ <b>12,800</b>
5	*Family trust distributions or dividends from private company shares	* AUD\$ <b>5,500</b>
6	*Deemed income from financial investments	* AUD\$
7	*Child support payments	* AUD\$
8	* Income support payments	* AUD\$
9	*Net income from businesses, including farms	* AUD\$
10	*Net income from rental property	* AUD\$
11	*Redundancy payments	* AUD\$
12	*Income from boarders and lodgers	* AUD\$
13	*Non-Australian pensions and income	* AUD\$
14	*Any income from sources outside Australia	* AUD\$
15	*Income from income stream products, such as annuities and allocated products	* AUD\$
16	*Employment income salary sacrificed into superannuation (reportable superannuation contributions which include amounts voluntarily salary sacrificed to superannuation must be included in gross income).	* AUD\$
<b>TOTAL ANNUAL INCOME for the 12 months prior to the day on which you will arrive</b>		<b>AUD\$22,200</b>

\*You will be required to attach supporting documents

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 check our rental rates at <http://www.monash.edu/accommodation/accommodation/pricing> for Briggs Hall and Jackomos Hall.

**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; and
- Lump sum winnings from lotteries or gambling

NB: Note that where the winnings attract interest from investment, the interest must be declared as income.

## EMPLOYMENT DETAILS

If you have income from employment as per section 1 of the Income Details you will be required to provide information on your employer/s from which you are earning income. The application form will allow you to provide details of up to three employers.

Information that you will be expected to provide for each employer is as follows:

- Employer's name (*name of the company you work for*)
- Employment Type; (*Full-time, Part-Time, Casual, Combination [of full-time, part-time and/or casual]*)
- Commencement Date (*the date you commenced working for this employer*)
- End Date (the date you ceased employment with this employer – only if you are no longer working for them)
- Attach files (*this is your documentary evidence you need to provide for each employer. See below for more details on what documentation is required*).

## DOCUMENTATION EVIDENCING GROSS HOUSEHOLD INCOME (Employment and Income)

You will be required to attach the following documents to your application:

- 1) Any two of the following documents (if you have more than one employer, please attach documents for each employer):
  - Notice of assessment for annual tax returns for the most recent year; or
  - Copies of 6 weeks of payslips; or
  - Letters from employers certifying your gross income – current and/or past.

AND

- 2) If you have any other income:
  - Statements, letters or other evidence documenting your "other income" [for example: statements from Centrelink or of dividends or rents paid to you from investments]
  - Copies of bank statement
  - Written evidence of overseas income such as pension and/or
  - Statements that provide information about other sources of income

If you are unable to provide any form of evidence of income as listed above, then you can provide a statutory declaration an example of which can be found here:

<http://assets.justice.vic.gov.au/justice/resources/655adb6d-a406-40f5-ba66-81fb306b047d/statutory-declaration-form.pdf>

What is a statutory declaration and a list of persons who may witness statutory declarations can be found:

at <http://www.justice.vic.gov.au/home/justice+system/legal+assistance/statutory+declarations/>

A pharmacist in Australia is an authorised witness.

### **Declaration**

You are required to tick the box to declare that the information you have provided is correct.

- By ticking this box 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 MRS Privacy Collection Statement.

Please refer to the MRS Privacy Collection Statement @

<http://www.monash.edu/accommodation/current-residents/regulations-and-policies/privacy-collection-statement>

**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.uc@monash.edu](mailto:mrs.applications.uc@monash.edu)

Item	Examples of Income	Example of Your Gross Income	Documents that need to be provided	How MRS will calculate the income
1.	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.	If currently employed (for at least 12 months) and job is continuing	Payment summary from last financial year or Statement from employer advising annual earnings  <b>AND/OR</b> Last 6 payslips ensuring current payslip is included with YTD (Year to Date) figure.	If you have been employed for 12 months or more, MRS will use your Payment Summary as your income.  If you have been employed for less than 12 months, MRS will calculate an average weekly income based on your YTD over the time that you have been employed.
		If job discontinued and new job started	Payment summary relating to the discontinued job  <b>PLUS</b> Current pay slips (prefer the last 6 weeks where possible) from the new job indicating YTD figure	MRS will use your Payment Summary to indicate what you have earned in the last financial year, plus your YTD earnings and add this together.
2.	Commonwealth Rent Assistance: A rent subsidy paid by the Commonwealth, a state or territory.	Rent Assistance received for 12 months or more	Centrelink statement indicating fortnightly payment	MRS will multiply your rent assistance payment by 26 weeks
		Rent Assistance received for less than 12 months	Centrelink statement indicating fortnightly payment  <b>AND</b> Applicant to advise the period for which Rent Assistance was received	MRS will multiply the fortnightly payment by the number of fortnights for which payment has been received



3.	Scholarship/grant or tuition payments paid into your account	In receipt of a scholarship that is paid directly to you	<p>Letter from scholarship benefactor indicating the total annual scholarship paid to you</p> <p>Or bank statement showing receipt of scholarship</p>	<p>MRS will use the total amount received</p> <p><b>NOTE: An MRS scholarship is not considered an income (eg. RA scholarship)</b></p> <p><b>Nor is a scholarship paid towards tuition fees directly to the University</b></p> <p><b>**If scholarship is in foreign currency, MRS will convert to AUD.</b></p>
4.	A periodic payment from an immediate relative, that is father, mother, son, daughter, brother or sister	A periodic payment deposited to your bank account by an immediate relative and used by you for your expenses.	<p>Copy of the last 12 months of YOUR Bank statements, highlighting ALL deposited amounts from immediate family.</p> <p>You will need to request statements from your bank if not available.</p> <p><i>If an immediate relative is depositing large amounts into your account that are partly to cover tuition (Monash University Course fees) payment, highlight where you have made payment to Monash University for Course Fees</i></p>	MRS will add up all amounts highlighted (and minus payments made to fees) and this should equate to the same as the declared amount.
		If you do not have a bank account, and your income is \$0	<p>(If you have lived at home for the past 12 months). A letter from an immediate relative stating that you have lived at home and have been supported by them for past 12 months</p> <p><b>OR</b></p> <p>(If you have lived away from home for the past 12 months). A letter from an immediate relative stating that they have been supporting you and paying all of your living expenses</p> <p><i>This should be in the form of a letter to</i></p>	MRS will use the statement provided by an immediate relative advising ZERO income

			<i>MRS dated and signed appropriately by the immediate relative and stating their relationship with you.</i>	
		If a one off lump sum amount has been received - declare \$0 income	Copy of the last 12 months of bank statements and a letter from immediate family advising that the funds provided are for living expenses for **months/years;	MRS will use the statement provided by an immediate relative advising ZERO income
		If bank account is jointly owned by applicant and immediate relative, the total declared must equal total on supporting documents	Copy of the last 12 months of bank statements and a letter from the joint owner of the account stating the proportion of funds belonging to them.	MRS will use the letter indicating the students portion of funds as income
		\$0 income declared because applicant uses secondary credit card provided by parents	Letter from immediate family advising that they have been supporting you and paying all your living expenses	MRS will use the statement provided by an immediate relative advising ZERO income
5.	Family trust distributions or dividends from private company shares		Statement from financial institution indicating income earned	MRS will use this financial statement to calculate the total annual income earned
6.	Deemed income from financial investments	Any income received from a financial institution such as interest on your bank account	Copy of the last 12 months of bank statements highlighting interest received	MRS will add up the interest earned for the prior 12 months and use this figure as income
7.	Child support payments	Any payments received from the parent of your child to support your child/children	Statement from the Child Support Agency indicating the monthly payments received by you from the other parent of the child/children	MRS will calculate the monthly payments x 12 months

8.	Income support payments	Any Centrelink payments received for 12 months or more such as: <ul style="list-style-type: none"> <li>• Youth allowance</li> <li>• Newstart allowance</li> <li>• Abstudy</li> <li>• Other</li> </ul> (Do not include Rent Assistance in this calculation)	Centrelink statement indicating fortnightly payment	MRS will multiply your fortnightly payment by 26 weeks
		Any Centrelink payments received for less than 12 months such as: <ul style="list-style-type: none"> <li>• Youth allowance</li> <li>• Newstart allowance</li> <li>• Abstudy</li> <li>• Other</li> </ul> (Do not include Rent Assistance in this calculation)	Centrelink statement indicating fortnightly payment  <b>AND</b>  Statement from applicant advising how the amount was derived	MRS will multiply the fortnightly payment by the number of fortnightly payment has been received
9.	Net income from businesses, including farms		Annual Tax Return for the business	MRS will use the statement to identify the earnings in the last 12 months
10.	Net income from rental property	If you have rental property and an agent manages the financials  If you manage your own property/s	A letter/statement from the agent indicating the income earned from the rental property/s for the past 12 months  Copies of all receipts issued to your renters for the past 12 months	MRS will use the statement from an agent as income  MRS will calculate the total amount received and use this as income
11.	Redundancy payments		Payslip showing total redundancy payment	MRS will use this total amount as income
12.	Income from boarders and lodgers	If you have property and charge people to stay in it you must	Copy of all receipts issued to your boarders/lodgers for the prior 12 months	MRS will calculate the total amount received and use this as income

		declare the annual amount received		
13.	Non-Australian pensions and income		Copy of financial statement from institution paying your non-Australian pension	MRS will use the declared amount on the statement as income
14.	Any income from sources outside Australia	You may receive interest from investments outside of Australia  You may run a business outside of Australia	Copies of the last 12 months of bank statements highlighting the interest earned  Copy of your Payment Summary	MRS will add up these highlighted amounts and use this as income  MRS will use the gross amount earned as your income
15.	Income from income stream products, such as annuities and allocated products		Copies of statements showing income from other income streams	MRS will use the statements to calculate the amount over 12 months
16.	Employment income salary sacrificed into superannuation (reportable superannuation contributions which include amounts voluntarily salary sacrificed to superannuation must be included in gross income)	If you deposit any monies into your Superannuation fund in addition to employer contributions (voluntary contributions)	Statement or payslips showing superannuation contributions	MRS will use the statements to calculate the amount over 12 months