



Evidence Requirements Information Sheet for a Rent Subsidy Application

Under Section 58 of the *Housing Act 2001*, Homes NSW may require a client who is an applicant or a tenant in receipt of a rental subsidy to produce evidence of their income and any other additional occupant in their household.

Proof of income must be no more than three months old unless otherwise stated.

Proof of income documents must be original.

If receiving an Income from more than once source, evidence must be provided for each type of income over the same period of time.

Proof of income can include documents listed below. Homes NSW may require further documentation or evidence to support the rent subsidy application. If you are unsure what is required, please contact your Client Service Officer.

Note: We cannot complete an assessment of your rent subsidy application until we have all the required information and documentation.

1. Changes to household

1a. Requesting permission to add a person to the household

- complete the *Application for an additional occupant form* and
- attach proof of identify such as Birth certificate, Medicare card, Official Certificate of Marriage (not ceremonial or commemorative), motor vehicle driver's license, passport, NSW Photo card issued by Service NSW
- residency status or citizenship details
- proof of income.

1b. Requesting permission to add a person to the household but does not have income

- complete the *Application for an additional occupant form* and
- Attach proof of identify such as Birth certificate, Medicare card, Official Certificate of Marriage (not ceremonial or commemorative), motor vehicle driver's license, passport, NSW Photo card issued by Service NSW
- provide documentation to verify how support is provided and one of the following:
 - sponsorship arrangement papers
 - passport and visa sub class details
 - letter from Centrelink outlining reasons
 - complete a Housing Statement detailing reasons.

1c. Household member moves out

The tenant **must** provide two forms of documentation to verify the new address for the former household member

Note: the document must show the name and address of the former household member

- Centrelink Income statement
- tenancy agreement or lease in their name or a letter from the Real Estate agent or owner
- utility account (gas, electricity or phone)
- proof of electoral enrolment
- motor vehicle driver's license or NSW Photo card issued by Service NSW
- insurance papers for a house, contents or vehicle
- health insurance documents
- bank/financial institution statement
- if you are unable to provide any documentation, you must sign a Housing Statement detailing who has moved out, the date they left and the reason for not providing the required documentation.

1d. Household member is deceased

The tenant must provide one of the following:

- Death certificate
- copy of the death or funeral notice
- copy of the funeral account
- written advise from either the Police, hospital, the treating doctor, aged care facility, NSW Trustee and Guardian or The Public Guardian's Office.

2. Centrelink Income

- Centrelink Income Statement detailing all payment types and amounts, or
 - If you or a household member has provided consent for the Income Confirmation Scheme, we will accept Centrelink's advice about your benefit or allowance.
 - For any income in addition to the Centrelink benefit or allowances (e.g. wages, interest from savings, superannuation, income from a business), you **must** provide proof of that income.
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3. Income from Department of Veterans' Affairs

- Statement from Department of Veterans' Affairs detailing all payment types and amounts.
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4. Income from Employment

- *Employment Income Details form* to be completed by the employer including the start date of employment and end date, if applicable.
 - Where acceptable to Homes NSW, more than one payslip showing year to date earnings and other details as required in the *Employment Income Details form*.
 - Employer statement or letter including the company/business name, employer's representative name business address and ABN. Employment start date and end date, the pay period start and end date, payment details including all deductions, allowances, salary sacrifices or fringe benefits, and the number of days without pay (if applicable).
Note: If a person has recently started working, they may be eligible for a Start Work Bonus.
Contact your Client Service Officer for information.
 - If work has ended provide a Separation Certificate, a letter from former employer stating date employment ended, any unused leave entitlements and/or redundancy payments or complete a Housing Statement with details.
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5. Income from a business (self-employed, partnership, or other business)

- Profit and Loss Statement prepared by an accountant within the last six months, or
 - Taxation Return for the previous financial year.
Note:
 - A taxation Notice of Assessment will **not** be accepted.
 - Each partner in a business who is also resident in the household must provide their individual documents relating to the business partnership.
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6. Child Support Payments

- Provide documents for each person who makes or receives child support payments (maintenance or in-kind).
 - Income Confirmation Scheme (ICS) Consent Authority or Centrelink Income Statement showing the child support payments.
 - Letter from Services Australia - Child Support Office (CSO) showing the amount and frequency of payments made. The assessment notice from CSO is not acceptable.
 - Documents showing details of any private arrangements.
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7. Property ownership such as land, residential, retail, commercial, industrial, infrastructure, agricultural farming, real estate including deceased estate/inheritance.

- Provide the following for you or each household member who owns or part owns property in Australian and/or overseas, or who has an interest in a deceased estate
- Complete the *Details of Land or Property Ownership form*.
 - Attach additional documents to demonstrate ownership details including a certified copy of Certificate of Title, a mortgage document, or other title document.
 - Attach additional documents showing percentage of ownership, the value or recent valuation settlement details and any income received from the property such as rent.

8. Financial assets such as bank or credit union accounts, term deposit, or other financial assets (including interest from savings, cash, term deposits, dividends, annuities, managed investment funds, debentures, inheritance, capital gains)

For people with more than one bank account or financial asset, documents **must** be provided to show the value or amount of each type of financial asset.

- Bank statement or account record showing at least the last 4 weeks of transactions.
- Recent statement or letter from the investment organisation detailing the amount and type of income, annuity, managed funds, debentures, or shares held and dividend received.
- A letter or statement from the investment or originating source, showing the organisation, date and source of funds, and disbursement arrangements.

Note:

- Include any funds held in any bank, credit union, or other financial institution, including accounts which you operate as a trustee.
- Include any accounts and assets held outside Australia

9. Superannuation or Self-managed superannuation fund

- Current letter or statement from the superannuation fund including payment amount and the payment period start and end date.

10. Overseas income and or pension

Overseas income includes any money from savings, assets, investment and pensions

- Provide a Centrelink Income Confirmation Scheme (ICS).
- Current letter or statement from the overseas government translated, and detailing the amount and type of income received.

11. Other income

- Workers Compensation: letter or statement from Work Cover or insurance provider detailing the amount and frequency of any income, including any lump sum payment received.
- Trust and Trustee: letter or documentations relating to Trust and Trustee arrangements, including details of trust beneficiaries.
- Scholarships/study grants: letter from university or other organisation with details of scholarships, study grants, or prizes received.
- Lottery or other prizes: letter or statement from organisation.
- Crowd funding: contact your Client Service Officer for further information. You will be required to demonstrate the amount, purpose and disbursement of the funds.
- Other income: letter or statement from any other organisation or income provider detailing the amount, type, and frequency of any other income received.