

Application for Rental Rebate and Continued Eligibility - Instructions

You can apply for a rental rebate and confirm your eligibility for public housing using this form.

If you wish for the Department of Housing and Community Development to share information about you and/or your application with another person or agency, please let a Housing staff member know. You may be required to complete an Authorisation to Disclose Personal Information form.

You can ask for help to complete this form. Help can be from a friend, relative or supporting agency worker. You can ask the department for information about interpreters to help you complete this form.

When completing the form, please ensure you:

- Read and answer all of the questions carefully.
- Write in BLOCK LETTERS.
- Show your answer with a tick (✓) where there are boxes
- Attach any supporting documents if required.
- Sign the declaration.
- Return this application form to your local Housing office and collect your lodgement receipt.

What if someone moves in or out of my house?

If other people (including children) move in or out, you must let the department know.

- To add people to your household, please ask for an Additional Household Members form. You may be required to provide supporting documents with your application.
- To remove people from your household, please complete a Statutory Declaration with their details and include the date they left.

What happens once you submit your application?

The department will review your application and check it is complete. You will be given a lodgement receipt for your reference. The department will then assess your eligibility for public housing and a rental rebate.

Incomplete applications or missing documents will delay assessment. The department will inform you of the outcome of your application in writing.

Disclaimer – you are responsible for your information

Please tell the department about any changes to your circumstances within 28 days, such as:

- The birth of a child.
- Changes in your contact details.
- A change in household income.
- Any changes to household members on your application.
- Any other changes that may affect the outcome of your application.

Statement of assets

You may be required to provide supporting documents for assessable assets. An assessable asset is any property or item of value owned by any household member aged 18 years and over and/or an applicant or tenant who is under 18 years and are a signatory to the lease. This also includes any assets located overseas. Examples of assessable assets include cash or money in your bank account, boats or caravans and hobby or trading collections.

Normal household goods and person items such as furniture, white goods and clothing are not considered assessable assets. This also includes personal vehicles or other transport such as mobility scooters and motorbikes.

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Tenant details			
Title	<input type="checkbox"/> Mr / <input type="checkbox"/> Mrs / <input type="checkbox"/> Ms / <input type="checkbox"/> Miss		
First name (s)			
Last name			
Gender	<input type="checkbox"/> Male	<input type="checkbox"/> Female	Date of Birth
Home phone		Mobile	
Email address			

Next of kin / Alternative contact - please give details of a person that we can call to get in contact with you.			
Full name			
Relationship to you			
Address			
Email			
Home phone		Mobile	

Partner / co-tenant details			
Title	<input type="checkbox"/> Mr / <input type="checkbox"/> Mrs / <input type="checkbox"/> Ms / <input type="checkbox"/> Miss		
First name (s)			
Last name			
Gender	<input type="checkbox"/> Male	<input type="checkbox"/> Female	Date of Birth
Home phone		Mobile	
Email address			

Next of kin / Alternative contact - please give details of a person we can call to get in contact with you.			
Full name			
Relationship to you			
Address			
Email			
Home phone		Mobile	

Residential address			
Address:		Postcode:	
Postal address (if different from residential address)			
Address:		Postcode:	

Household structure		
Since your last rental rebate review, has anyone moved in or out of your household?	<input type="checkbox"/> Yes	<input type="checkbox"/> No

Household income		
Since your last rental rebate review, have you or anyone in your household aged 18 years and over commenced, continued or stopped employment?	<input type="checkbox"/> Yes	<input type="checkbox"/> No

Household assets				
If you answered yes to the questions below, please provide supporting documents			Supporting documents attached	
Do you or anyone living with you have any financial assets (e.g. stock market bonds, shares, investments, cash savings, interest from cash savings)?	<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> Yes	<input type="checkbox"/> No
Do you or anyone living with you own or part-own any real estate (e.g. land, house, unit, apartment, flat or commercial property) in Australia?	<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> Yes	<input type="checkbox"/> No

Declaration			
Read the following sections carefully before signing.			
I/We _____		(name/s in BLOCK LETTERS)	
_____		(name/s in BLOCK LETTERS)	
<ul style="list-style-type: none"> • Declare that, to the best of my/our knowledge, the answers I/we have given in this application are true and correct. • Understand that I/we must advise the Department of Housing and Community Development of any changes to my/our circumstances (for example changes in income, contact details, or household size) that may affect this application. • Understand that I/we may be prosecuted under section 36(b) of the <i>Housing Act</i> of the Northern Territory should I/we deliberately make a false or misleading statement in this application. Maximum penalty: 100 penalty units. • Authorise the Department of Housing and Community Development staff to confirm any personal and financial background relevant to this application. 			
Applicant 1 signature		Date	/ /
Applicant 2 signature		Date	/ /

Authorisation between co-tenants			
Under the <i>Information Act</i> (NT), the Department of Housing and Community Development cannot supply your personal information to anyone without your consent. If you wish to consent to the release of information to your co-tenant please complete the authorisation below.			
I, _____		(name/s in BLOCK LETTERS)	
authorise the release of personal information to _____		(name/s in BLOCK LETTERS)	
Applicant 1 signature		Date	/ /
I, _____		(name/s in BLOCK LETTERS)	
authorise the release of personal information to _____		(name/s in BLOCK LETTERS)	
Applicant 2 signature		Date	/ /

Statement of Privacy

The Department of Housing and Community Development only collects your personal information which is necessary to provide housing assistance under the *Housing Act* and its regulations.

If you do not provide the information we may not be able to provide you with assistance. The information collected will not be disclosed to anyone without your consent unless it is required or authorised by law or necessary for maintenance, debt recovery, housing policy and research purposes in accordance with the Information Privacy Principles at Schedule 2 of the *Information Act* (NT). You have a right to access and correct the information held about you.

If you have any queries or concerns please contact the Information Access Unit on 8999 8490, email infoact.DHCD@nt.gov.au or write to GPO Box 4621, Darwin NT 0801.

Checklist

Document attached	There may be more documents. If this is the case, please check that you have completed and provided the following;	OFFICE USE ONLY CHECK (Staff to tick as applicable)
<input type="checkbox"/>	<u>Rental rebate and continued eligibility application form</u> All questions on the application form have been completed.	<input type="checkbox"/>
<input type="checkbox"/>	<u>Additional forms (if applicable)</u> Additional forms such as Additional Household Members form, Statutory Declarations, or ICS Consent form have been attached.	<input type="checkbox"/>
<input type="checkbox"/>	<u>Proof of household income (applicants and all other household members aged 18 years and over)</u> Centrelink Income Statements and/or pay slips for the past 13 weeks.	<input type="checkbox"/>
<input type="checkbox"/>	<u>Proof of assets (if applicable)</u> Bank statements, financial statements, shares holding statements, superannuation statement.	<input type="checkbox"/>
<input type="checkbox"/>	<u>Proof of loans against assets (if applicable)</u> Loan account statements or loan documents.	<input type="checkbox"/>

OFFICE USE ONLY

Group no: Rebate expiry date:

Housing Officer user ID: Rebate Pending TMS 3.1: Yes No

Application type (select all applicable) Housing office date stamp:

Rental rebate

Annual eligibility assessment

Notes
