

# Application for rebated rent

Department of Human Services – Office of Housing

This **Application for rebated rent** form is used to apply for a rebated rent and when the amount of rent we charge you is being reviewed.

All Office of Housing tenants are eligible to apply.

A guide to help you fill out the **Application for rebated rent** form has been given to you with this form.

Please read the guide carefully all the way through before you begin to fill in the form.

Each tenant living in the rental property must complete a Statutory Declaration in the form.

If there are more than four tenants who need to sign the Statutory Declaration, please ask your local Housing Office for another copy of the Statutory Declaration.

Office use only	Account number:			
	(please circle)			
Date received (must be date stamped)	New application or Review application	Application complete  Yes / No	Date further information first requested  ...../...../.....	Date completed application received  ...../...../.....



Customer receipt – completed by Housing Office	
Date stamp	Once date stamped by the Office of Housing, this receipt is proof that your Application for rebated rent has been lodged.
	Tenants' names
	Account number

## Arabic

إذا كنت بحاجة إلى مساعدة لملء هذه الاستمارة يرجى الإتصال مع خط اللغة للإسكان العام 9280 0790 أو مكتب الإسكان المحلي الخاص بك حيث يمكننا ترتيب مترجم لمساعدتك.

## Cantonese

如需幫助填寫本表格，請致電9280 0791聯繫“公房語言連接服務”(Public Housing Language Link)或當地公房管理處。我們可安排傳譯員幫助您。

## Mandarin

如需幫助填寫本表格，請撥9280 0789联系“公房语言服务专线”(Public Housing Language Link)或当地的公房处，我们可以安排翻译帮助您。

## Croatian

Ako vam je potrebna pomoć kod popunjavanja ovog obrasca, molimo nazovite Stambenu službu putem tumača (Public Housing Language Link) na 9280 0792 ili mjesni stambeni ured (Housing Office). Mi vam možemo organizirati tumača da vam u tome pomogne.

## Polish

Jeżeli potrzebujesz pomocy w wypełnieniu tego formularza, prosimy skontaktować się ze swoim Public Housing Language Link pod numerem 9280 0793 lub lokalnym Housing Office. Możemy zorganizować dla Ciebie pomoc tłumacza.

## Russian

Если вам нужна помощь при заполнении этой формы, то позвоните в Телефонную переводческую службу для квартиросъемщиков государственного сектора (Public Housing Language Link) по номеру 9280 0794 или в ваше местное отделение Жилищного управления. Мы можем предоставить вам переводчика.

## Somali

Haddii aad caawin uga baahantahay buux buuxinta foomkan, fadlan la xiriir xiriirka luqadaha ee guryaha dadweynaha tilifoonka 92800795 ama xafiiska qaabilsan guryaha degaankaaga. Waxaanu kuu diyaarinaynaa turjubaan ku caawiya.

## Spanish

Si necesita ayuda para llenar este formulario, por favor contacte a Public Housing Language Link [Enlace de Idiomas de la Oficina de la Vivienda] al teléfono 9280 0796, o a su Oficina local de la Vivienda. Podemos proporcionarle un intérprete.

## Turkish

Bu formu doldurmak için yardıma ihtiyacınız varsa, lütfen 9280 0797 numaralı telefondan Kamu Konutları Dil Bağılantısı ile veya bölgenizdeki Konut Ofisi ile ilişkiye geçin. Sizin için bir tercüman ayarlayabiliriz.

## Vietnamese

Nếu quý vị cần được giúp đỡ để điền mẫu đơn này, xin hãy liên lạc với đường dây thông dịch qua số 9280 0798, hoặc liên lạc với Văn phòng Gia cư nơi quý vị cư ngụ. Chúng tôi có thể sắp xếp để có thông dịch viên giúp đỡ quý vị.

For other languages, an interpreter service is available through your local Housing Office.

## Centrelink's Income Confirmation Service

Centrelink's Income Confirmation Service allows Centrelink to provide directly to the Office of Housing your current or historical details of payments received, number of dependants and your percentage of care, Centrelink deductions, income, assets, confirmation of your current address and confirmation of your marital status.

When all members of your household who receive Centrelink income participate in the Income Confirmation Service, the Office of Housing will use Centrelink's information to calculate your household's rent. Additional information will only be required if your household

circumstances change, such as the birth of a child or someone moving in or out of your property.

You are still required to provide income documentation for household members who do not participate in the Income Confirmation Service and complete, sign and have witnessed the **Application for rebated rent** form. Participation in the Income Confirmation Service is voluntary.

To agree to use the Income Confirmation Service, make sure each household member who wishes to use the service signs the Centrelink Authority at the back of this **Application** form (Section F).

## Accessible format

If you would like to receive this publication in an accessible format, please contact your local Housing Office, using the National Relay Service 13 36 77 if required.

## Section A: Details of property

Tenancy account number:

Property address

Unit/flat and street number and street name:

Suburb and postcode:

Contact telephone number:  
(working hours)

Alternate or mobile telephone number:

Preferred language:

Do you require an interpreter?

Yes

No

## Section B: General information

**Question 1: Please tell us why you are giving us this *Application for rebated rent*.**

(for example fixed rent review, someone joining or leaving household, change in income type or amount for any household member)

  
  


**Question 2: Is someone other than the tenant filling in this form on behalf of the tenant?**

No

Go to question 3

Yes

Please tell us why you are filling in this form on behalf of a tenant.

I  have completed this *Application for rebated*  
(print name)

*rent* form on behalf of the tenant because:

  
  


Signature:

Date:

...../...../.....

Organisation  
or relationship:

Contact  
number:

## Section C: Household and income information

**Question 3:** Please tell us about your household and the income of each member of your household.

First and last name	Date of birth	Gender Male/Female	Relationship to tenant	Type of income	Gross weekly income	Centrelink Reference Number (CRN)
	...../...../.....				\$	
	...../...../.....				\$	
	...../...../.....				\$	
	...../...../.....				\$	
	...../...../.....				\$	
	...../...../.....				\$	
	...../...../.....				\$	
	...../...../.....				\$	
	...../...../.....				\$	
	...../...../.....				\$	

Please attach the documents we need for each type of income received.

**Question 3a:** If someone has moved into or out of your household, please tell us the date they moved in or moved out.

First and last name	Date moved into property	Date moved out of property
	...../...../.....	...../...../.....
	...../...../.....	...../...../.....

**Question 3b:** If someone has moved out of your household, please tell us their name and the new address where this person is now living.

Name:

Unit/flat and street number and street name:

Suburb and postcode:

Please attach the documents we need to tell us where this person has moved to.

## Section D: Other household income, assets and bank details

**Question 4:** Please tell us about each household member's bank accounts.

Name of account holder	Bank balance	Date account opened (if new account opened since last rebate assessment)
	\$	...../...../.....
	\$	...../...../.....
	\$	...../...../.....
	\$	...../...../.....
	\$	...../...../.....

Please attach the documents we need to tell us about these bank accounts.

**Question 5:** Do you or any household member receive interest or dividends from any investments?  
(for example; bonds, shares, superannuation funds, debentures or annuities)

No

Go to question 6

Yes

Please tell us about any investments by any household members.

Name of account holder	Investment amount	Date account opened (if new account opened since last rebate assessment)
	\$	...../...../.....
	\$	...../...../.....
	\$	...../...../.....
	\$	...../...../.....
	\$	...../...../.....

Please attach the documents we need to tell us about these investments.

**Question 6: Do you or any household member own or part own any vacant or occupied land or property, including a house, unit, flat or commercial property?**

**No**

Go to Section E

**Yes**

Please tell us about property owned by any household members.

Name of property owner(s):

**Property address**

Unit/flat and street number and street name:

Suburb and postcode:

Current market value of property:

Your equity in property:

Date of settlement:

**Please attach the documents we need to tell us about this property.**

**Question 6a: Have you or any household member sold any vacant or occupied land or property you owned or part owned, including a house, unit, flat or commercial property?**

**No**

Go to Section E

**Yes**

Please tell us about property sold by any household members.

Name of property seller(s):

**Property address**

Unit/flat and street number and street name:

Suburb and postcode:

Total sale value of the property:

Your equity from the sale of the property:

Date of settlement:

**Please attach the documents we need to tell us about the sale of this property.**

## Section E: Statutory Declarations to be signed by all tenants

People who wilfully provide false information to the Department of Human Services in order to obtain a rebated rent may be liable for penalties of \$2,100 under section 40 of the Housing Act.

### Tenant 1

I,	(full name)
of	(address)
	(occupation)

do solemnly and sincerely declare that:

1. I have understood the instructions given on this **Application for rebated rent** form and the guide to completing this form.
2. All information requested in the **Application for rebated rent** in relation to my income, assets and bank details has been provided and is true and correct.
3. To the best of my knowledge, having made all due and proper enquiries, the information provided in relation to other household members including their income, assets and bank details is true and correct.
4. I will complete a new **Application for rebated rent** if:
  - a. someone moves into or out of the rented premises, or
  - b. the relationship between household members changes in anyway, or
  - c. the income of any person in the rented premises increases or decreases.

I acknowledge that this statutory declaration is true and correct, and I make it with the understanding and belief that a person who makes a false declaration is liable to the penalties of perjury under the *Evidence Act 1958* which may include imprisonment.

Declared at

In the State of Victoria, this

<input type="text"/>	day of	<input type="text"/>
(day)		(month)
		(year)

Signature of person making declaration:

Before me

Signature of authorised witness:

The authorised witness must print or stamp their name, address, and title under section 107A of the *Evidence Act 1958* (Vic). An authorised witness is a person who is authorised under section 107A (1) and 123C of the Evidence Act to witness the signing of a statutory declaration. (See Guide for more information.)

## Statutory Declaration

### Tenant 2

I,	(full name)
of	(address)
	(occupation)

**do solemnly and sincerely declare that:**

1. I have understood the instructions given on this ***Application for rebated rent*** form and the guide to completing this form.
2. All information requested in the ***Application for rebated rent*** in relation to my income, assets and bank details has been provided and is true and correct.
3. To the best of my knowledge, having made all due and proper enquiries, the information provided in relation to other household members including their income, assets and bank details is true and correct.
4. I will complete a new ***Application for rebated rent*** if:
  - a. someone moves into or out of the rented premises, or
  - b. the relationship between household members changes in anyway, or
  - c. the income of any person in the rented premises increases or decreases.

I acknowledge that this statutory declaration is true and correct, and I make it with the understanding and belief that a person who makes a false declaration is liable to the penalties of perjury under the *Evidence Act 1958* which may include imprisonment.

Declared at

In the State of Victoria, this

<input type="text"/>	day of	<input type="text"/>
(day)		(month)
		(year)

Signature of person making declaration:

Before me

Signature of authorised witness:

The authorised witness must print or stamp their name, address, and title under section 107A of the *Evidence Act 1958* (Vic). An authorised witness is a person who is authorised under section 107A (1) and 123C of the Evidence Act to witness the signing of a statutory declaration. (See Guide for more information.)

## Statutory Declaration

### Tenant 3

I,	(full name)
of	(address)
	(occupation)

#### do solemnly and sincerely declare that:

1. I have understood the instructions given on this ***Application for rebated rent*** form and the guide to completing this form.
2. All information requested in the ***Application for rebated rent*** in relation to my income, assets and bank details has been provided and is true and correct.
3. To the best of my knowledge, having made all due and proper enquiries, the information provided in relation to other household members including their income, assets and bank details is true and correct.
4. I will complete a new ***Application for rebated rent*** if:
  - a. someone moves into or out of the rented premises, or
  - b. the relationship between household members changes in anyway, or
  - c. the income of any person in the rented premises increases or decreases.

I acknowledge that this statutory declaration is true and correct, and I make it with the understanding and belief that a person who makes a false declaration is liable to the penalties of perjury under the *Evidence Act 1958* which may include imprisonment.

Declared at

In the State of Victoria, this

	day of	
(day)	(month)	(year)

Signature of person making declaration:

Before me

Signature of authorised witness:

The authorised witness must print or stamp their name, address, and title under section 107A of the *Evidence Act 1958* (Vic). An authorised witness is a person who is authorised under section 107A (1) and 123C of the Evidence Act to witness the signing of a statutory declaration. (See Guide for more information.)

## Statutory Declaration

### Tenant 4

I,	(full name)
of	(address)
	(occupation)

#### do solemnly and sincerely declare that:

1. I have understood the instructions given on this ***Application for rebated rent*** form and the guide to completing this form.
2. All information requested in the ***Application for rebated rent*** in relation to my income, assets and bank details has been provided and is true and correct.
3. To the best of my knowledge, having made all due and proper enquiries, the information provided in relation to other household members including their income, assets and bank details is true and correct.
4. I will complete a new ***Application for rebated rent*** if:
  - a. someone moves into or out of the rented premises, or
  - b. the relationship between household members changes in anyway, or
  - c. the income of any person in the rented premises increases or decreases.

I acknowledge that this statutory declaration is true and correct, and I make it with the understanding and belief that a person who makes a false declaration is liable to the penalties of perjury under the *Evidence Act 1958* which may include imprisonment.

Declared at

In the State of Victoria, this  day of

(day) (month) (year)

Signature of person making declaration:

Before me

Signature of authorised witness:

The authorised witness must print or stamp their name, address, and title under section 107A of the *Evidence Act 1958* (Vic). An authorised witness is a person who is authorised under section 107A (1) and 123C of the Evidence Act to witness the signing of a statutory declaration. (See Guide for more information.)

## Section F: Authority for Centrelink to release customer information to the Director of Housing

I/we authorise Centrelink to provide the **DIRECTOR OF HOUSING**, being a body corporate established under the *Housing Act 1983 (Vic)* of 50 Lonsdale Street, Melbourne (**'Director'**), or his/her representative, with statements of information to assist in the assessment of one or more of the following:

- entitlement for rental rebate
- ongoing eligibility for public housing
- application for bond assistance
- application for rental housing/early housing.

I/we understand that the information provided by Centrelink to the Director or his/her representative, may contain but is not limited to the following, where applicable:

- the type, amount and date received, of the benefit/pension/allowance payment made
- the number of dependent children used to assess any family payments
- the percentage of shared care custody
- payment deduction details such as Child Support Agency payments, Centrepay and government rent deductions, Centrelink withholdings and Australian Tax Office payments
- income from casual earnings/salary, overseas pensions, payments from other government departments, child maintenance, returns on investments etc.
- irregular payments made by Centrelink e.g. Utility Allowance
- assets, including allocated pensions, shares, managed investments, real estate, motor vehicles, gifted and overseas assets
- address confirmation

I/we understand that this authority, once signed, is effective for the period I /we are a client of the Director of Housing or his/her representative. I understand that this authority, which is ongoing, can be revoked at any time by giving notice to the Director of Housing or his/her representative.

I/we understand that this authority is voluntary and can be withdrawn at any time by giving notice to the Director or his/her representative.

Applicant 1	Applicant 2	Applicant 3	Applicant 4
Full name: _____ _____	Full name: _____ _____	Full name: _____ _____	Full name: _____ _____
Date of birth: ...../...../.....	Date of birth: ...../...../.....	Date of birth: ...../...../.....	Date of birth: ...../...../.....
Address: _____ _____	Address: _____ _____	Address: _____ _____	Address: _____ _____
Centrelink Reference Number (CRN): _____	Centrelink Reference Number (CRN): _____	Centrelink Reference Number (CRN): _____	Centrelink Reference Number (CRN): _____
Signature: _____	Signature: _____	Signature: _____	Signature: _____
Date: ...../...../.....	Date: ...../...../.....	Date: ...../...../.....	Date: ...../...../.....

## Section G: Form of Authority – other organisations

I,	(full name)
of	(address)

hereby authorise the following agency to confirm or clarify information relevant to my rebate application with the Director of Housing, or officers acting on behalf of the Director of Housing.

Name of person to be contacted	
Name of agency or company	
Address of agency or company	
Contact phone numbers	

I agree that only details which directly relate to my **Application for rebated rent** can be discussed.

The release of information from the above agency is for the sole purpose of clarifying issues in relation to my **Application for rebated rent** and for no other purpose, based on documents already provided.

Signature:	
or	
Guardian's name:	
Guardian's signature:	

You can withdraw your consent at any time by writing to your Housing Office.

## Section H: Checklist

When you have filled in all other sections of the form, please tick each box in the checklist, to make sure that you have:

- completed all sections of the application form
- attached all copies of bank books and all original account statements from your bank or financial institution
- attached original copies of all income statements
- attached all other documents we need
- signed the Statutory Declarations (all tenants)
- signed the Centrelink Authority (all clients wishing to use the Centrelink Income Confirmation Service)
- completed the Form of Authority (optional)

When you have filled in the form and attached all the documents we need, send or deliver your application to your local Housing Office.