

Application for rental rebate

You may be eligible for a Victorian Government subsidy known as a rental rebate, which can reduce your weekly out-of-pocket cost for public housing to 25 per cent of household income. This *Application for rental rebate* is used to apply for a rental rebate and when we are reviewing the amount you pay.

All public housing tenants are eligible to apply.

A guide to help you fill out the *Application for rental rebate* has been given to you with this application.

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

Each tenant living in the rental property must complete a statutory declaration in the application.

If there are more than four tenants who need to sign the statutory declaration, please ask your local office for another copy of the statutory declaration.

Office use only

Service ID:

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 Department of Health and Human Services

Date stamp

Once date stamped by the Department of Health and Human Services, this receipt is proof that your *Application for rental rebate* has been lodged.

Tenant/s name/s:

Service ID:

Language Link

English

This publication is about housing. If you have difficulty reading English, you can get help with this publication. Please contact your local office or call Language Link on (03) 9280 0799 for an interpreter.

Arabic العربية

هذه النشرة هي عن الإسكان. إذا كان لديكم صعوبة في قراءة اللغة الإنكليزية، نكم تلقى المساعدة لفهم هذه النشرة. رجاء اتصلوا بالمكتب المحلي في لغتكم أو اتصلوا برابط اللغة Language Link على الرقم (03) 9280 0799 لطلب مترجم شفهي.

Simplified Chinese 中文

这是一份关于住房的出版物。如果你英语阅读有困难，可以获得帮助。请联系本地办事处或拨打 (03) 9280 0791 联系 Language Link 要求口译员协助。

Traditional Chinese 繁體中文

本刊物有關住房資訊。假如您閱讀英語有困難，您可以尋求瞭解本刊物內容的幫助，請聯絡本地公房辦事處或撥打翻譯熱綫 (03) 9280 0789。

Croatian Hrvatski

Ova publikacija sadrži informacije o stambenom smještaju. Ako ovu brošuru ne razumijete zato što je pisana na engleskom, imate pravo na pomoć. Molimo vas, kontaktirajte svoj mjesni ured ili nazovite Language Link na broj (03) 9280 0792 i spojiti će vas sa tumačem.

Polish Polski

Niniejsza informacja dotyczy kwestii mieszkaniowych. Jeśli masz trudności z czytaniem po angielsku, możesz otrzymać pomoc w zrozumieniu tej publikacji. Prosimy zwrócić się do swojego lokalnego biura lub zadzwonić do Language Link pod numer (03) 9280 0793 i poprosić o ustnego tłumacza.

Russian Русский

Эта публикация касается жилищных вопросов. Если вам трудно прочитать ее по-английски, то вам может быть предоставлена помощь. Вы можете обратиться в свой местный жилищный отдел или связаться с переводчиком, позвонив на Языковую линию (Language Link) по номеру (03) 9280 0794.

Somali Somali

Daabacaadan waxay ku saabsan tahay gurisiinta. Haddii aad qabto dhibaato xaga aqriska Ingiriisiga, waxaad caawimaad ka helaysaa daabacaadan. Fadlan la xiriir xafiiska degaankaaga ama ka wac Language Link taleefanka (03) 9280 0795 wixii la xiriira turjumaanka.

Spanish Español

Esta publicación es sobre vivienda. Si tiene dificultad para leer inglés, se le puede ayudar con esta publicación. Por favor póngase en contacto con su oficina local o llame a Language Link en el (03) 9280 0796.

Turkish Türkçe

Bu yayın konutlar hakkındadır. İngilizce okumakta güçlük çekiyorsanız, bu yayınlı ilgili yardım alabilirsiniz. Lütfen yerel ofisinizle ilişkiye geçin veya bir tercüman için (03) 9280 0797'den Dil Bağlantısı'nı arayın.

Vietnamese Việt

Ấn phẩm này nói về vấn đề nhà ở. Nếu quý vị gặp khó khăn đọc tiếng Anh, quý vị có thể được giúp đỡ để hiểu ấn phẩm này. Xin hãy liên lạc với văn phòng địa phương hoặc gọi cho Language Link theo số (03) 9280 0798 để có thông dịch giúp đỡ.

For other languages, an interpreter is available through your local office.

Accessible format

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

This document is also available on our website at <www.housing.vic.gov.au>

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Section A: Details of property

Tenancy Service ID:

Property address

Unit/flat and street number and street name:

Suburb:

Postcode:



Landline:



Mobile:

Email:

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 rental rebate*.

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 application on behalf of the tenant?

No

Yes

Go to question 3

Tell us why you are filling in this application on behalf of a tenant.

I have completed this *Application for rental rebate*

(print name)

on behalf of the tenant because:

Signature:

Date:

DD / MM / YYYY

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/ Other	Relationship to tenant	Type of income	Gross weekly income	Centrelink Reference Number (CRN)
	DD / MM / YY				\$	
	DD / MM / YY				\$	
	DD / MM / YY				\$	
	DD / MM / YY				\$	
	DD / MM / YY				\$	
	DD / MM / YY				\$	
	DD / MM / YY				\$	
	DD / MM / YY				\$	
	DD / MM / YY				\$	
	DD / MM / YY				\$	



Attach the documents we need for each type of income received.

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

First and last name	Date moved into property	Date moved out of property
	DD / MM / YYYY	DD / MM / YYYY
	DD / MM / YYYY	DD / MM / YYYY

Question 3b: If someone has moved out of your household, tell us their name and their new address.

Name:

Unit/flat and street number and street name:

Suburb: Postcode:



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)
	\$	DD / MM / YYYY
	\$	DD / MM / YYYY
	\$	DD / MM / YYYY
	\$	DD / MM / YYYY
	\$	DD / MM / YYYY
	\$	DD / MM / YYYY



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

Yes

Go to question 6

Tell us about any investments held by any household members.

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



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

Yes

Go to Section E

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:

Postcode:

Current market value of the property: \$

Your/their equity in the property: \$

Date of settlement:

DD / MM / YYYY



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

Yes

Go to Section E

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:

Postcode:

Total sale value of the property: \$

Your/their equity from the sale of the property: \$

Date of settlement:

DD / MM / YYYY



Attach the documents we need to tell us about the sale of this property.

Section E: Statutory declarations to be signed by all tenants

A person who wilfully provides false information to the Department of Health and Human Services in order to obtain a rebated rent may be liable to penalties under section 40 of the *Housing Act 1983 (VIC)*.

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 rental rebate* and the guide to completing this application.
2. All information requested in the *Application for rental rebate* 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 rental rebate* if any of the following occurs:
 - a. someone moves into or out of the rented premises
 - b. the relationship between household members changes in any way
 - c. the income of any person in the rented premises increases or decreases.

I acknowledge that this 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.

Declared at

In the State of Victoria, this

(day)

day of

(month)

(year)

Signature of person making declaration:

Before me

Signature of authorised witness:

The authorised witness must print or stamp his or her name, address, and title under section 107A of the *Evidence (Miscellaneous Provisions) Act 1958 (VIC)* (as of 1 January 2010), (previously the *Evidence Act 1958 (VIC)*). He or she may include a Justice of the Peace, police officer, court registrar, bank manager, medical practitioner, dentist or housing services officer.

Statutory declaration

A person who wilfully provides false information to the Department of Health and Human Services in order to obtain a rebated rent may be liable to penalties under section 40 of the *Housing Act 1983 (VIC)*.

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 rental rebate* and the guide to completing this application.
2. All information requested in the *Application for rental rebate* 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 rental rebate* if any of the following occurs:
 - a. someone moves into or out of the rented premises
 - b. the relationship between household members changes in any way
 - c. the income of any person in the rented premises increases or decreases.

I acknowledge that this 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.

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 his or her name, address, and title under section 107A of the *Evidence (Miscellaneous Provisions) Act 1958 (VIC)* (as of 1 January 2010), (previously the *Evidence Act 1958 (VIC)*). He or she may include a Justice of the Peace, police officer, court registrar, bank manager, medical practitioner, dentist or housing services officer.

Statutory declaration

A person who wilfully provides false information to the Department of Health and Human Services in order to obtain a rebated rent may be liable to penalties under section 40 of the *Housing Act 1983 (VIC)*.

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 rental rebate* and the guide to completing this application.
2. All information requested in the *Application for rental rebate* 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 rental rebate* if any of the following occurs:
 - a. someone moves into or out of the rented premises
 - b. the relationship between household members changes in any way
 - c. the income of any person in the rented premises increases or decreases.

I acknowledge that this 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.

Declared at

In the State of Victoria, this (day) day of (month) (year)

Signature of person making declaration:

Before me

Signature of authorised witness:

The authorised witness must print or stamp his or her name, address, and title under section 107A of the *Evidence (Miscellaneous Provisions) Act 1958 (VIC)* (as of 1 January 2010), (previously the *Evidence Act 1958 (VIC)*). He or she may include a Justice of the Peace, police officer, court registrar, bank manager, medical practitioner, dentist or housing services officer.

Statutory declaration

A person who wilfully provides false information to the Department of Health and Human Services in order to obtain a rebated rent may be liable to penalties under section 40 of the *Housing Act 1983 (VIC)*.

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 rental rebate* and the guide to completing this application.
2. All information requested in the *Application for rental rebate* 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 rental rebate* if any of the following occurs:
 - a. someone moves into or out of the rented premises
 - b. the relationship between household members changes in any way
 - c. the income of any person in the rented premises increases or decreases.

I acknowledge that this 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.

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 his or her name, address, and title under section 107A of the *Evidence (Miscellaneous Provisions) Act 1958 (VIC)* (as of 1 January 2010), (previously the *Evidence Act 1958 (VIC)*). He or she may include a Justice of the Peace, police officer, court registrar, bank manager, medical practitioner, dentist or housing services officer.

Section F: Centrelink Confirmation eServices (CCeS)

If you or any household member 18 years or over wish to use CCeS to tell us about your income and assets, then please read the information below and sign the consent form.

Centrelink Confirmation eServices (CCeS) is an online service that allows us to obtain information directly from Centrelink.

CCeS has strict privacy and security standards. We must have your consent before we can obtain information about you from Centrelink.

You and up to three household members can provide consent by signing the Consent to use CCeS below and ticking the Income confirmation and /or Contact and address verification check boxes.

More information about CCeS is available from Centrelink and from Centrelink's website: <http://www.humanservices.gov.au/>

Consent to use Centrelink Confirmation eServices

I/we authorise the Australian Government Department of Human Services (Centrelink) to provide the Victorian Department of Health and Human Services (the department) with the results of the enquiries I/we have indicated below in order to enable the department to determine if I/we qualify for one or more of its housing services.

I/we understand that the information provided by Centrelink to the department may contain the following:

- **Income confirmation.** Personal information such as (but not limited to) current or historical details of Centrelink payments received, dependants, marital/partnered status, Centrelink deductions, income from sources other than Centrelink and assets.
- **Contact and address verification.** My/Our current address and contact details, and also my/our address history (up to two years), which the department may use to support an application for early housing.

I/we authorise the department to use Centrelink Confirmation eServices to perform a Centrelink enquiry of my Centrelink income, asset and payment details.

I/we understand this consent, once signed, remains valid while I am/we are a customer/s of the department unless I/we revoke it by contacting the department or Centrelink.

I/we understand that if I/we withdraw my consent or do not alternatively provide proof of my/our circumstances/details, I/we may not be eligible for the service provided by the department.

Applicant 1	Full name:	<input type="text"/>	Date of birth:	<input type="text" value="DD / MM / YYYY"/>
	Address:	<input type="text"/>		
	<input type="checkbox"/> Income confirmation	<input type="checkbox"/> Contact and address verification	Centrelink Reference No. (CRN):	<input type="text"/>
	Signature:	<input type="text"/>	Date:	<input type="text" value="DD / MM / YYYY"/>
Applicant 2	Full name:	<input type="text"/>	Date of birth:	<input type="text" value="DD / MM / YYYY"/>
	Address:	<input type="text"/>		
	<input type="checkbox"/> Income confirmation	<input type="checkbox"/> Contact and address verification	Centrelink Reference No. (CRN):	<input type="text"/>
	Signature:	<input type="text"/>	Date of birth:	<input type="text" value="DD / MM / YYYY"/>
Applicant 3	Full name:	<input type="text"/>	Date of birth:	<input type="text" value="DD / MM / YYYY"/>
	Address:	<input type="text"/>		
	<input type="checkbox"/> Income confirmation	<input type="checkbox"/> Contact and address verification	Centrelink Reference No. (CRN):	<input type="text"/>
	Signature:	<input type="text"/>	Date:	<input type="text" value="DD / MM / YYYY"/>
Applicant 4	Full name:	<input type="text"/>	Date of birth:	<input type="text" value="DD / MM / YYYY"/>
	Address:	<input type="text"/>		
	<input type="checkbox"/> Income confirmation	<input type="checkbox"/> Contact and address verification	Centrelink Reference No. (CRN):	<input type="text"/>
	Signature:	<input type="text"/>	Date:	<input type="text" value="DD / MM / YYYY"/>

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:

Email:

I agree that only details which directly relate to my *Application for rental rebate* 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 rental rebate* and for no other purpose, based on documents already provided.

Signature:

Guardian's name:

Guardian's signature:

You can withdraw your consent at any time by writing to your local office.

Section H: Checklist

When you have completed all sections of the application, please tick each box in this checklist, to make sure that you have:

- completed all sections of the application
- attached all copies of bank books and original account statements from your bank or financial institution (no older than two weeks; ATM receipts not acceptable)
- attached original copies of all income statements for the last 13 weeks
- attached all other documents we need
- signed the statutory declarations (all tenants)
- signed the Consent to use Centrelink Confirmation eServices if you wish to use CCe
- completed the Form of authority (optional)

When you have completed all sections and attached all the documents we need, send or deliver your application to your local office.