

## AFFORDABLE HOUSING DOCUMENT CHECKLIST

Please carefully go through and check that you have evidence for all people on your application over 18 years of age or in receipt of an income. We can only assess your application when all evidence has been submitted to us.

Document	Person 1	Person 2	Person 3	Person 4	Person 5
Two forms of Photo ID (all adults and children on the application)					
Current 6 weeks bank statement (all adults on the application)					
Complete MCA form attached (all applications receiving Centrelink income in the past 52 weeks to current)					
Complete Part B of Tenant Demographic And Assessment form attached (TDA) – all applicants and household members aged 18 years or over must complete a signature page					
Proof of Australian Citizenship or Permanent Residency (all adults and children on the application)					
Complete Personal Reference section attached					
Current Tenant Ledger					
Proof of ALL income in the past 52 weeks to current (all adults on the application)					

## Affordable Housing Eligibility

Eligibility for affordable housing mostly depends on your household income, which must be within the maximum limits set by the NSW and/or Australian Governments.

Income levels are assessed against gross income limits according to the household composition. A household's gross income for the 12 months prior to commencement of a lease must be equal to or less than the relevant income limits for the household composition.

The maximum household income limits are indexed and reviewed every 12 months. For the latest income limits, check our website or ask a member of the Hume team. Applicants must be living in NSW and be Australian Citizens or have Permanent Residency.

Eligible applicants are required to pay four week's market rent when signing the tenancy agreement.

## How long can I stay in affordable housing?

Affordable housing customers enter a 12-month fixed term lease. At the end of the fixed term, another eligibility assessment is conducted to ensure tenants still meet the requirements of the program. Generally, as long as you remain eligible, a new 12-month lease can be issued.

## What size property can I get?

Property size must be appropriate for the quantity of household members and in line with Hume Community Housing's allocation policy.

### You can submit your application form by email or to one of our offices:

<b>Email:</b>	<a href="mailto:affordablehousing@humehousing.com.au">affordablehousing@humehousing.com.au</a>
<b>Fairfield:</b>	7 Hamilton Road, Fairfield NSW 2165
<b>Parramatta:</b>	4/79 George Street, Parramatta NSW 2150
<b>Claymore:</b>	2 Glenroy Drive, Claymore NSW 2559
<b>Maitland:</b>	464 High Street, Maitland NSW 2320
<b>Raymond Terrace:</b>	46 William Street, Raymond Terrace NSW 2324

AFFORDABLE HOUSING INCOME LIMITS 2021-22		
Non-NRAS Properties		
Household Type	Sydney (Non-NRAS)	Rest of NSW (Non-NRAS)
Single	\$68,600	\$60,900
Single + 1	\$89,200	\$72,900
Single + 2	\$109,800	\$97,500
Single + 3	\$130,400	\$115,800
Single + 4	\$151,000	\$134,100
Couple	\$102,900	\$91,400
Couple + 1	\$123,500	\$109,700
Couple + 2	\$144,100	\$128,000
Couple + 3	\$164,700	\$146,300
Couple + 4	\$185,300	\$164,600
NRAS Properties		
Household Composition	Initial Income Limit	Tenant 2nd Year Limit
One adult	\$54,643	\$65,994
Two adults	\$75,548	\$91,242
Three adults	\$96,453	\$116,489
Four adults	\$117,358	\$141,737
Sole parent +1 child	\$75,601	\$91,305
Sole parent +2 children	\$93,728	\$113,198
Sole parent +3 children	\$111,855	\$135,090
Couple +1 child	\$93,675	\$113,134
Couple +2 children	\$111,802	\$135,027
Couple +3 children	\$129,929	\$156,919

- 1) Eligibility for Affordable Housing mostly depends on your household income, which must be within the maximum limits set by the NSW or Australian Government.
- 2) Income levels are assessed against gross (before tax) household income, for the 12 months prior to the start of a lease. Your combined household income must be equal to or less than the amount listed against your household composition.

Please check with our Housing Options team which Affordable Income limits you should use when applying for the advertised vacancy.

## Details About You

### Name

Title:  Mr / Mrs / Ms / Miss

Surname:

Given Names:

Date of Birth:

Gender:  Male / Female / Other

### Current Address

No. and Street:

Suburb:  Postcode:

Length of Time at Address:

### Contact Details

Mobile Phone:

Home Phone:

Work Phone:

Email Address:

### Emergency Contact Person

Title:  Mr / Mrs / Ms / Miss

Surname:

Given Names:

Home Address: \_\_\_\_\_

Phone Number: \_\_\_\_\_

## Details About You (continued)

Are you an Australian Citizen or a Permanent Resident? ☐ YES ☐ NO

Do you require an interpreter? ☐ YES ☐ NO

If YES, what is your preferred language? \_\_\_\_\_

Do you have an application on the Social Housing Waiting list (Pathways)? ☐ YES ☐ NO

If YES, what is your T-File Number? \_\_\_\_\_

Do you have pets? ☐ YES ☐ NO

## Other Household Members

Please list other people who will be living with you.

Surname	Given Name	Gender	Date of Birth	Relationship to You	Current School or Employer



## Family Income

Attach copies of all income documents for all household members.

Name of Household Member	Source of Income		Employer (current or from past 52 weeks)	Date Employment Ended	Gross Weekly Income
	Centrelink	Employment			
	\$	\$			\$
	\$	\$			\$
	\$	\$			\$
	\$	\$			\$
	\$	\$			\$
	\$	\$			\$
	\$	\$			\$

## Assets

Does anyone in your household have the following? Please include in this section the total value of the assets for your household.

Cash/savings/investments ☐ YES ☐ NO

Car ☐ YES ☐ NO

Own property/land/house ☐ YES ☐ NO

Business ☐ YES ☐ NO

## Debts

Please include the total debts for all members of your household.

Who I Owe	Amount Owing	Weekly Repayments

## Current Housing Circumstance

### Current Housing Details

Where do you live at the moment?

- ☐ renting house/unit
 ☐ staying with friends or family  
☐ homeless

When does your current lease expire?

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How long have you lived at your current home?

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What is the total fortnightly rent for your current home?

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How much of the total rent do you pay?

---

How many bedrooms do you have at your current home?

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What is your reason for leaving your current home?

- ☐ overcrowding
 ☐ travel time to work  
☐ too expensive
 ☐ distance from family  
☐ substandard
 ☐ not suitable for medical condition  
☐ eviction
 ☐ temporary accommodation



## Current Landlord Details

Name: \_\_\_\_\_

Phone Number: \_\_\_\_\_

## Personal Reference Details

Please provide details of a person that knows you well.

Name: \_\_\_\_\_

Phone Number: \_\_\_\_\_

## How did you hear about Hume Community Housing?

- ☐ domain.com.au      ☐ realEstate.com.au      ☐ friends or family  
☐ Google      ☐ former social or affordable housing customer

Did you know any employees of Hume Community Housing prior to this application?      ☐ YES      ☐ NO

If yes, please supply details: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Have you previously ☐ YES ☐ NO been in affordable housing?

If yes, please supply details on where and when: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_





Where would you like to live? Check as many as applicable.

Check	Suburb	Connection to the Area (i.e. employment, study, family, friends, long-term resident, social/cultural group)
<input type="checkbox"/>	Ashfield	
<input type="checkbox"/>	Bankstown	
<input type="checkbox"/>	Campbelltown	
<input type="checkbox"/>	Canley Heights	
<input type="checkbox"/>	Fairfield	
<input type="checkbox"/>	Guildford	
<input type="checkbox"/>	Harris Park	
<input type="checkbox"/>	Liverpool	
<input type="checkbox"/>	Maitland	
<input type="checkbox"/>	Merrylands	
<input type="checkbox"/>	Parramatta	
<input type="checkbox"/>	Rydalmere	
<input type="checkbox"/>	Telopea	
<input type="checkbox"/>	Warwick Farm	
<input type="checkbox"/>	Wentworthville	

## Application Declaration

I declare to the best of my knowledge that:

- The information given in this application is true and correct
- I have no objection to Hume verifying information provided
- I will advise Hume of any changes in circumstances that may affect my application as soon as possible
- I may be requested to provide further documents to Hume at any time
- At the end of the tenancy term in affordable housing, Hume is not obliged to house or provide alternative accommodation to me or any other household member
- I understand that the affordable housing program is not social housing
- I understand that the affordable housing program is not long term and that my eligibility will be assessed on an annual basis
- I consent to the collection, use, disclosure, storage, and management of my personal information (including sensitive information) in accordance with the terms of this application form and Hume's Privacy Policy.

## Privacy

You consent to Hume (or its related or affiliated entities) collecting, using, disclosing, storing, and managing your personal information and sensitive information in accordance with legislation and Hume's Privacy Policy, which can be found on the Hume website.

By providing information as part of this application process, you are consenting to:

- a) Hume collecting your personal information (including but not limited to your name, address, contact details, date of birth, and health information). This information will be kept secure and will be available for you to keep up to date;
- b) Hume disclosing your personal information and sensitive information (including health information) to other persons for reasons relating to your application for Hume's business requirements. These persons include IT contractors, third party service providers, bankers, superannuation fund trustees and administrators, insurers, insurance brokers, medical or occupational practitioners, investigators, financial and legal advisors, potential purchasers on sale of business, the Australian Taxation Office, law enforcement bodies and regulatory or government authorities, agencies, or bodies;
- c) Hume otherwise acting in accordance with Hume's Privacy Policy.

If Hume is not able to collect the personal and health information set out above, we may not be able to process your application, provide you with services and products, deal with your enquiries, or engage in the activities listed above and in Hume's Privacy Policy.

Applicant Name: \_\_\_\_\_

Applicant Signature: \_\_\_\_\_

Date: \_\_\_\_\_

As a customer of Hume Community Housing Association (Hume Housing) we need to know and confirm some of your details held by Services Australia (the agency).

We have been assessed and approved by the agency to provide these services:

- Centrelink Confirmation eServices
- Centrepay
- Electronic Verification of Rent

In being approved for these services, we must comply with strict guidelines around who accesses the information and how the information is collected and stored.

### Who is eligible to use these services?

Customers who are receiving Rent Assistance or paying rent using Centrepay can authorise us and the agency to exchange information.

### What services are available?

#### 1. Centrelink Confirmation eServices (CCeS) - Income Confirmation

CCeS is an electronic service that allows you to authorise the agency to provide or confirm your Centrelink details directly to/with us. This saves you having to obtain the details from Centrelink yourself to provide to us.

#### How does it work?

With your consent, the agency will send your details to us electronically so we can assess your eligibility for services we provide.

#### What details will the agency send to us through CCeS?

Only information that we need will be provided or confirmed by the agency. This may include:

- name, address, concession card status, income, assets, shared care arrangements, partner status
- the type of pension or payment, and the amount and date paid
- amounts being deducted from your Centrelink payments (for example Child Support or Centrepay), and

- details of any other income you have told the agency about.

#### What if some household members choose not to participate in CCeS, or don't receive Centrelink payments?

Household members who don't or can't authorise us to use CCeS will be required to provide proof of their income. This means if they receive a Centrelink payment they will need to request an income statement from Centrelink to provide to us. If they do not receive Centrelink payments, they will need to provide other details of their income, for example, wage slips.

**\* It remains the applicant or tenant's responsibility to make sure income details of all household members are available when required.**

#### How will the information be used?

The information will be used by us to assess your entitlement to services we provide such as reduced rent and ongoing eligibility for housing assistance based on our policy.

#### 2. Centrepay

Centrepay is a voluntary, free and direct bill-paying service. You can choose to have your rent amount deducted from your Centrelink payments and paid directly to us.

Each fortnight the balance of your Centrelink payment is paid into your nominated bank account as it would be normally.

#### How does it work?

Your Centrepay deduction can be set up in the following ways:

- Through our Business: we are able to start your Centrepay deductions for you. You will need to complete a Centrepay Deduction Authority to permit Hume Housing to do this on your behalf
- Online: use your Centrelink online account via myGov
- Telephone: call the agency on your regular payment number. You will be asked to give your consent.
- In person: visit a Service Centre

Once your deductions are set up, you may agree to allow Hume Housing to update your Centrepay deduction, if your rent amount changes.

### What details are exchanged?

We will tell the agency:

- to change your existing Centrepay deduction or target amount from time to time to ensure your housing payments are met, and
- of your correct account or billing number if required.

### How will the information be used?

The information will be used to ensure the correct amount of rent is being deducted and paid.

### 3. Electronic Verification of Rent (EVoR)

EVoR is a secure, automated process which lets us send limited information about your rent to the agency electronically.

This will save you having to personally tell the agency every time your rent amount changes.

There are still things you must tell Centrelink such as:

- if you change your address
- if your relationship status changes
- if you start or stop sharing your accommodation
- if you sell or purchase real estate

### How does it work?

Each time there is a change in your rent amount, the new amount will be updated with the agency electronically.

### What details will we send to the agency?

We will advise the agency of:

- your Customer Reference Number, name, address, date of birth, relationship status
- the amount of rent you pay, and
- the date you started paying the rent amount.

### How will the information be used?

The information will be used by the agency to assess your eligibility for and rate of Commonwealth Rent Assistance.

### Why use these services?

- these are free services
- you will save time by not having to phone or pick up an income statement
- it is easy and convenient because we will contact the agency on your behalf

### What do I do if I want to stop one or all of the services?

You can cancel one or all of the services at any time by contacting us or the agency:

- **Centrepay** - By cancelling your Centrepay deduction, you are removing your consent. We cannot make a deduction unless you provide your consent. If you cancel your Centrepay deduction and still need to pay us rent, you will need to make alternative arrangements with us to pay your rent to ensure you don't fall behind.
- **CCeS or EVoR** - If you withdraw your consent for us to use CCeS or EVoR you will need to provide the information to us (that we would have received from the agency electronically).

If you would like more information visit [servicesaustralia.gov.au](https://servicesaustralia.gov.au) or book a time to meet with a Hume Housing team member who can assist you further on **1800 004 300**.

## Authorisation Form Multiple Consent and Authority

Family Name

Given Names

Customer Code

Date of Birth

Customer Reference Number

Address

You must clearly indicate each service you wish for this customer consent to be applied.  
Please mark the appropriate box with a cross.

X

<p><b>1. Centrelink Confirmation eServices-Income Confirmation</b></p>	<p><b>I authorise:</b></p> <ul style="list-style-type: none"> <li>Hume Community Housing Association (Hume Housing) to use Centrelink Confirmation eServices to perform a Centrelink enquiry of my Centrelink income, asset and payment details to enable the organisation to determine if I qualify for housing assistance / rent subsidy.</li> <li>Services Australia (the agency) to provide the results of that enquiry to Hume Housing.</li> </ul> <p><b>I understand that:</b></p> <ul style="list-style-type: none"> <li>the agency will disclose personal information to Hume Housing including my name, address, payment type, payment status, income, assets, one-off payment, deduction, shared care arrangements, partner status, Youth Allowance Independent Rate to confirm my eligibility for housing assistance / rent subsidy.</li> <li>I can get proof of my circumstances/details from the agency and provide it to Hume Housing so that my eligibility for housing assistance / rent subsidy can be determined.</li> <li>if I withdraw my consent or do not alternatively provide proof of my circumstances/details, I may not be eligible for housing assistance / rent subsidy provided by Hume Housing.</li> </ul>	<p><b>Yes</b></p> <input type="checkbox"/> <p><b>No</b></p> <input type="checkbox"/>
<p><b>2. Centrepay</b></p>	<p><b>I give permission</b> for Hume Community Housing Association (Hume Housing):</p> <ul style="list-style-type: none"> <li>to disclose my information to Services Australia (the agency) for the purposes of checking my account, billing or reference number, and amount I want to pay, and reconciling my payment Deduction details</li> <li>to give the agency my correct account, billing or reference number if required; and</li> <li>to change my rental deduction from time to time to ensure my housing payments are met, not including arrears payments unless I provide new authorisation to do so.</li> </ul> <p><b>I understand that:</b></p> <ul style="list-style-type: none"> <li>I can change or cancel my Deduction at any time and further information about Centrepay can be found online at <a href="http://humanservices.gov.au/centrepay">humanservices.gov.au/centrepay</a>, and</li> <li>If I fall behind in my rent Hume Housing cannot increase my Centrepay deduction to catch-up until I provide new authorisation.</li> </ul>	<p><b>Yes</b></p> <input type="checkbox"/> <p><b>No</b></p> <input type="checkbox"/>

## Authorisation Form Multiple Consent and Authority

<b>3. Electronic Verification of Rent (EVoR)</b>	<p><b>I authorise:</b></p> <ul style="list-style-type: none"> <li>Hume Community Housing Association (Hume Housing) to collect and use my current and future accommodation information and to provide it to Services Australia (the agency) for reassessment of my eligibility for Commonwealth Rent Assistance.</li> </ul> <p><b>I understand that:</b></p> <ul style="list-style-type: none"> <li>the information collected and used by Hume Housing and provided to the agency may include my Centrelink Customer Reference Number, family name, given name, date of birth, address, household rent, individual rent, and relationship status.</li> <li>every time Hume Housing provides information to the agency, I will be advised in writing.</li> <li>I must contact the agency myself if: <ul style="list-style-type: none"> <li>I change my address</li> <li>My relationship status changes</li> <li>I start or stop sharing my accommodation with someone else</li> <li>I purchase or sell any real estate</li> </ul> </li> <li>If I withdraw consent in relation to EVoR, I will be responsible for notifying the agency of all future changes to my accommodation circumstances.</li> </ul>	<p><b>Yes</b></p> <input type="checkbox"/> <p><b>No</b></p> <input type="checkbox"/>
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I understand that:

- this consent, once signed, is effective for the service/s indicated, and only for the period that I am a Customer of Hume Housing.
- consent is ongoing, but may be withdrawn by me, at any time, by giving notice to Hume Housing or by contacting the agency.
- Hume Housing will maintain a record of my consent.

For more information visit [servicesaustralia.gov.au](https://servicesaustralia.gov.au)

**Signature:** \_\_\_\_\_

**Date:** \_\_\_\_/\_\_\_\_/\_\_\_\_

### Internal Use Only:

Received/ processed by:	Officer Name:	All details cross checked with ID documents	initials
	Position:	All details cross checked with Lease	
	Signature:	All details confirmed as correct with SDM	
	Date:	MCA processed in SDM	

Name: \_\_\_\_\_

Address: \_\_\_\_\_

☐ I did not earn an income, in Australia or overseas, for the period of due to: \_\_\_\_/\_\_\_\_/\_\_\_\_ & \_\_\_\_/\_\_\_\_/\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

☐ I did not earn an income, in Australia or overseas, for the period of due to: \_\_\_\_/\_\_\_\_/\_\_\_\_ & \_\_\_\_/\_\_\_\_/\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

☐ I did not earn an income, in Australia or overseas, for the period of due to: \_\_\_\_/\_\_\_\_/\_\_\_\_ & \_\_\_\_/\_\_\_\_/\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

☐ I do not receive Centrelink benefits due to visa status (Supporting documents required)

Date of arrival in Australia \_\_\_\_/\_\_\_\_/\_\_\_\_

☐ I only received Centrelink benefits in the past 52 weeks (Please complete MCA)

I have understood the instructions given on this form. I declare that all the information I have given is true and correct to the best of my knowledge for every person.

Signed: \_\_\_\_\_ Date: \_\_\_\_\_

Document Name:	Affordable Housing Income Verification	Version: 001	001
T.V Consultation Required	N/A	Effective Date:	18/1/2017
Requires Board Approval	No	Approved Date:	18/1/2017
Approved by:	N&CS Manager	Review Date:	

Note; Please have this form completed and witnessed by a justice of the peace. You are confirming the information supplied on the Affordable Housing Income Verification form to be true.

**Statutory Declaration**  
OATHS ACT 1900, NSW, NINTH SCHEDULE

I, \_\_\_\_\_, of \_\_\_\_\_  
[name of declarant] [residence]

do hereby solemnly declare and affirm that \_\_\_\_\_

\_\_\_\_\_ The attached form is true \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
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\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

[the facts to be stated according to the declarant's knowledge, belief, or information, severally]

And I make this solemn declaration, as to the matter (or matters) aforesaid, according to the law in this behalf made – and subject to the punishment by law provided for any wilfully false statement in any such declaration.

Declared at: \_\_\_\_\_ on \_\_\_\_\_  
[place] [date]

[signature of declarant]

in the presence of an authorised witness, who states:

I, \_\_\_\_\_, a \_\_\_\_\_,  
[name of authorised witness] [qualification of authorised witness]

certify the following matters concerning the making of this statutory declaration by the person who made it: [\* please cross out any text that does not apply]

1. \*I saw the face of the person OR \*I did not see the face of the person because the person was wearing a face covering, but I am satisfied that the person had a special justification for not removing the covering, and
2. \*I have known the person for at least 12 months OR \*I have confirmed the person's identity using an identification document and the document I relied on was \_\_\_\_\_

[describe identification document relied on]

\_\_\_\_\_  
[signature of authorised witness]

\_\_\_\_\_  
[date]