

**National Rental Affordability Scheme  
Income Notification Form**

This Income Notification Form is intended for use by residents or prospective residents who are or will be living in the NRAS Dwellings (i.e. the 69 studio apartments or the two bedroom apartment at ECU Village, Mt Lawley Campus (new build)), which are apartments approved dwellings under the National Rental Affordability Scheme (**NRAS**).

Under NRAS regulations ECU Village, as an approved accommodation provider, is required to assess an individual's eligibility to live in the NRAS Dwellings. Further information on NRAS and the eligibility criteria for NRAS Dwellings can be found at [www.housing.wa.gov.au](http://www.housing.wa.gov.au) or [www.fahscia.gov.au](http://www.fahscia.gov.au). Your income information will allow us to determine your eligibility and to allocate available accommodation in a manner consistent with the NRAS conditions.

**Please note:** Your Residential Agreement at ECU Village, Mt Lawley Campus in respect of an NRAS Dwelling (or a room in an NRAS Dwelling) will only become effective once you have satisfied to ECU Village that you meet the eligibility criteria by completing and submitting the Income Notification Form, together with supporting documentation. If ECU Village is unable to satisfactorily determine your income based on your completion of this form and the supporting documentation that you provide, it may require you to complete a Commonwealth Statutory Declaration.

**Notes for completing the Income Notification Form:**

1. Complete the form (below) and submit the completed, printed and signed form to ECU Village management on/before the day that your Residential Agreement at ECU Village, Mt Lawley Campus commences.
2. Attach supporting documentation as evidence of your income (for example, a copy of your most recent payslip from each employer showing YTD earnings, letter from employer(s), Centrelink statements, Scholarship documentation, etc).
3. Show all income earned by you over the 12 month period ending on the day prior to the commencement date of your Residential Agreement at ECU Village, Mt Lawley Campus.
4. Income quoted must be your gross income, i.e. your income before tax.
5. **All amounts must be entered in Australian dollars.** Please use the current foreign exchange rates as published on the Reserve Bank of Australia (RBA) website (below) to convert your overseas income. If you require a foreign exchange rate for a currency not listed on the RBA website, please use any reasonable externally sourced exchange rate for that currency.  
<http://www.rba.gov.au/statistics/frequency/exchange-rates.html>

**Checklist**

The following must be submitted to the Reception Office at ECU Village, Mt Lawley Campus:

- Completed *Income Notification Form*
- Supporting documentation as detailed above (Note 2 above) \*

\* If requested by ECU Village, a Commonwealth Statutory Declaration may be necessary.

### INCOME NOTIFICATION FORM

**First name:** \_\_\_\_\_  
**Surname:** \_\_\_\_\_  
**Date of Birth:** \_\_\_\_\_  
**Room Number (if known):** \_\_\_\_\_  
**ECU student number (if known) :** \_\_\_\_\_

For the previous 12 months (see note 3 above), specify your **Gross** income from:  
 (please attach supporting documentation)

	AU\$	Income Source
<b>Work related activities</b> (for example wages, salaries) including income from overseas? ^		
<b>Scholarships, bursaries, prizes and stipends for tuition costs</b> (for example course fees)? ^		
<b>Scholarships, bursaries, prizes and stipends for living expenses</b> (for example rent, food, travel)? ^		
<b>Australian Government assistance</b> (for example rental assistance, youth allowance)? ^		
<b>Interest and/or dividend payments</b> (for example, bank interest or dividends from shares in your name) ^		
<b>Family support</b> for accommodation cost ^		
<b>Other sources</b> including income from overseas (for example, income from rental properties, family trust income etc)? ^		

^ converted to Australian Dollars

<b>Total Gross Income</b>		<b>\$</b>
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<b>Total Gross Income for NRAS purposes</b> * <i>(excludes scholarships etc for tuition costs)</i>		<b>\$</b>
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\* If you are residing in a multishare apartment, your eligibility also depends on the combined income for the apartment. If there are concerns, Village management will notify you as soon as possible.

## **Types of Evidence Acceptable**

	Payslips
	Centrelink Income Statements
	Centrelink Payment History (for past 12 months - applicant can obtain online via their Centrelink Account)
	Bank Statements
	Declaration from Parents (Declaration to be signed and dated, include contact information of author, and refer to the period being assessed)
	Letter from Institution providing Scholarship or Grant
	Notice of Assessment for Annual Tax Return
	Divident Statements
	Interest History (applicants can obtain via online banking for past 12 months)
	Statement from Superannuation

**All evidence must be in a format which can satisfy random audits undertaken by the Australian Government.**

Any individuals wishing to join an existing NRAS Household must have income assessed prior to occupying the dwelling.

## **Privacy and Income Declaration By Resident**

**Note:** If you are under the age of 18 at the time of completing this form, your parent or legal guardian must also complete the separate declaration at the bottom of this form.

### **Personal Information Privacy Notice**

I acknowledge that the information requested in this form and in subsequent demographic requests will be used by ECU Village to assess any eligibility for accommodation facilities associated with the National Rental Affordability Scheme and to allocate available accommodation in a manner consistent with NRAS conditions. This information will be used for the purposes of assessing my initial and continuing eligibility (as applicable). Except as disclosed on this form, my income information will not be disclosed to people outside ECU Village management other than in accordance with any legal obligations (for example, ECU Village will be required to provide my information to the Australian Government to comply with NRAS funding obligations), or to persons who have no need of access to the information, unless I inform them, in writing, that I have given consent for ECU Village to do so.

I certify and warrant that:

- my gross income for the 12 month period ending on the day prior to \_\_\_\_/ \_\_\_\_/ \_\_\_\_ (Residential Tenancy Agreement commencement date) was **AU\$** \_\_\_\_\_ (Total Gross Income for NRAS purposes), as evidenced by the information entered above and the attached supporting documentation;
- my gross income for the 12 month period ending on the day prior to \_\_\_\_/ \_\_\_\_/ \_\_\_\_ (Residential Tenancy Agreement commencement date) was less than or equal to **AU\$50,489**;
- the information provided on and in conjunction with this form is true and correct, and that I have not failed to supply any information which may be relevant to ECU Village's assessment of my income. I understand that ECU Village may terminate my Residential Agreement if I provide false or misleading information that may influence decisions about my eligibility for accommodation services or if the information I provide indicates that I am not eligible to reside in the NRAS Dwellings at ECU Village, Mt Lawley Campus.

\_\_\_\_\_  
**Resident Signature**

\_\_\_\_\_  
**Resident Name**

\_\_\_\_\_  
**Date**

*By signing this declaration I am acknowledging both the Privacy and Income sections of the Declaration.*

## **Declaration By Parent/Guardian (for individuals under 18) :**

I, \_\_\_\_\_ am the parent/legal guardian of \_\_\_\_\_  
*(Name of student listed on the Income Notification Form)*

and I make the above declarations in respect of the above named person.

\_\_\_\_\_  
**Parent/Legal Guardian  
Signature**

\_\_\_\_\_  
**Parent/Legal Guardian  
Name**

\_\_\_\_\_  
**Date**