

# Rent Certificate

Name

Postal address

Postcode

Customer Reference Number

fold here

## Returning your form

For your closest office location call Centrelink on **13 1021** or the Family Assistance Office on **13 6150** or Multilingual Services on **13 1202**.

## Privacy and your personal information

Personal information is protected by law. The authority to collect this information is contained in social security and family assistance law and the *Student Assistance Act 1973*.

The information you provide on this form will be used to determine eligibility for payment of Rent Assistance for you and where relevant third parties. This information may also be used to detect or prevent fraud. Centrelink or the Family Assistance Office may disclose limited information about you to other individuals when your circumstances affect their entitlement to payments and services.

Centrelink or the Family Assistance Office can give your information to other persons, bodies or agencies where you give permission or otherwise in circumstances where commonwealth legislation requires or authorises the disclosure. You can get more information from the factsheet *Your Right to Privacy* by visiting [www.centrelink.gov.au](http://www.centrelink.gov.au)

## PART A — Your accommodation details

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**1** Do you own your own home?

No  **Go to 3**

Yes  **Go to next question**

**2** Are you living away from the home you own?

No

Yes  What is the reason?

Travelling away from your home


Being cared for away from your home

Caring for someone away from your home

Other  Specify below

**3** Are you (and your partner) currently paying rent, fees (including site and mooring), lodgings or board and lodgings for your accommodation?

No

 **You are not eligible for Rent Assistance. You do not need to complete this form.**

Yes  What is your residential address (not a PO Box)?

Postcode

**4** What date did you start living at this address?

Initials


**Continued on the back**

**5** Do you live in public housing?  
**Include:** housing owned by a public housing authority such as the Housing Commission or Department of Housing.  
**Do not include:** paying rent to a Community Housing organisation.

No  **Go to 10**  
 Yes  **Go to next question**


**6** Are you (or your partner) the Primary Tenant?  
 That is, your (or your partner's) name is on the rental contract (lease) with the Public Housing Authority.

No  **Go to next question**

Yes   **You are not eligible for Rent Assistance. You do not need to complete this form.**


**7** Does the Primary Tenant pay rent at the market rate?

No  **Go to next question**  
 Yes  **Go to 10**  
 Don't know  **Go to next question**

**8** Do you live with the Primary tenant?  
 No   **You are not eligible for Rent Assistance. You do not need to complete this form.**

Yes  **Go to next question**

**9** Has your income been taken into account by the public housing authority when calculating the rent?

No   **You are not eligible for Rent Assistance. You do not need to complete this form.**

Yes  **Go to next question**  
 Don't know  **Go to next question**

**10** Details of your landlord, authorised agent or person you pay rent to

Name of landlord, authorised agent or person you pay

Phone number  
 (    )


Address  
  
  
 Postcode

Initials

**11** Do you have a current lease or tenancy agreement with written evidence of the CURRENT amount of rent, fees, lodgings or board and lodgings you pay?

No  **After you complete this form, get your landlord, authorised agent or person you pay to sign at PART B.**

**NOTE:** if you have any problems getting them to sign this form contact Centrelink or the Family Assistance Office immediately.

Yes   You **MUST** provide a copy of the signed current lease or tenancy agreement to Centrelink or the Family Assistance Office.

**12** What type of accommodation do you (and your partner) live in?

- Private house or townhouse/unit/flat  **Go to next question**
- Public housing  **Go to next question**
- Caravan/cabin/mobile home  **Go to next question**
- Boat  **Go to next question**
- Community housing  **Go to next question**
- Refuge  **Go to 21**
- Boarding house/hostel/private hotel  **Go to 21**
- Retirement village  **Go to 14**
- Aged care hostel  **Go to 15**
- Nursing home  **Go to 15**
- Other  Specify below  
 **Go to next question**

**13** Tick the box which best describes what you pay

- Private rent  **Go to 22**
- Site fees  **Go to 22**
- Mooring fees  **Go to 22**
- Maintenance/accommodation/service fees  **Go to 22**
- Lodgings only, no meals provided  **Go to 22**
- Board and lodgings (board means you are provided with some regular meals)  **Go to 21**
- Other  Specify below  
 **Go to 21**

**14** When did you get the right to move into the retirement village?

/  /  **Go to 19**

**15** Name of aged care hostel/nursing home

/ /

17 How long will you be staying?

Long term or permanently  **Go to next question**

Short term or for respite care  When do you expect to leave?

18 Is this hostel or nursing home an approved aged care facility?

Please check with your accommodation provider to find out if they receive residential care allowance for your accommodation OR if you are eligible to receive Rent Assistance for an unfunded bed.

No

Yes

19 Did you pay an entry contribution or accommodation bond?

Your entry contribution or accommodation bond may have been a donation, a loan or some type of payment which may be repayable to you in whole or in part, if you leave. An entry contribution or accommodation bond does not include gifts or loans above the amount you had to pay for the right to your accommodation.

No  **Go to next question**

Yes  How much entry contribution or accommodation bond did you pay?

\$



Please attach **documents to verify the details** of your entry contribution, or accommodation bond (e.g. your contract).

20 Did you make a gift or loan in addition to the entry contribution or accommodation bond?

No  **Go to next question**

Yes  How much was the gift? \$

How much was the loan? \$

21 Can you separate the amounts you pay for board and lodgings?

No  **Go to next question**

Yes  Amount paid for board (meals) per day, week, fortnight, 4 weeks, calendar month

Amount paid for lodgings (accommodation only) per day, week, fortnight, 4 weeks, calendar month

\$  Per

\$  Per

22 Do you (and your partner) live in a boarding house/hostel/private hotel or refuge?

No  **Go to next question**

Yes  **Go to 25**

23 Do you (and your partner) share your accommodation with other people?

Sharing your accommodation means that you have the right to use a kitchen, bedroom or bathroom with one or more persons. This includes ALL family members, people who regularly stay at your accommodation and people who work away from home, e.g. truck drivers, miners, riggers, fishermen, members of the armed forces.

No  **Go to next question**

Yes  Give details below of people who share your accommodation

If you share with more than 4 people attach a separate sheet with their details.

	Person's name	Age	M/F	Your relationship to this person	When did he/she first stay?	What is their share of the rent/lodgings?	How often do they pay?
1					/ /	\$	
2					/ /	\$	
3					/ /	\$	
4					/ /	\$	

Initials

**Continued on the back**

**24** What is the total amount of rent for the property per day, week, fortnight, 4 weeks, calendar month?

\$  Per

**25** How much do you pay?

This would be the total rent paid for the property minus any subsidy/rebate or contributions from other people.

\$  Per

**26** What date did you commence paying this amount?

/  /


## 27 YOUR STATEMENT

I declare that the information provided in this form is complete and correct.

I understand that giving false or misleading information is a serious offence.

I understand that Centrelink can make relevant enquiries to ensure I receive my correct entitlement.

Signature



Date

/  /

Phone number

(  )

Can we contact you on this number?

No

Yes

## PART B

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**If you have a current lease or tenancy agreement or live in one of the following you do not need to have Part B completed:**

Boarding house/guest house,  
Hostel  
Private hotel  
Nursing home  
Retirement home  
Retirement village or  
Refuge

**To be completed by your landlord, authorised agent or person you pay rent to.**

**NOTE: Centrelink or the Family Assistance Office may contact the landlord, authorised agent or person you pay rent to, to obtain or confirm information.**

**Statement of landlord, authorised agent or the person you pay rent to.**

I confirm that the details on this form are complete and correct to the best of my knowledge.

I understand that giving false or misleading information is a serious offence.

Signature

Date

/  /

Phone number

(  )

Can we contact you on this number?

No

Yes

## Returning your form

Please return this form to Centrelink and/or the Family Assistance Office within 14 days.

Office use only Assessor  Approved  Date  CRN  Further action