



**Link
Wentworth**
Providing homes, building futures.

Application for a Rent Subsidy

This form is for tenants who wish to apply for a rental subsidy or that have had an income or occupancy change. You need to provide this form and associated documentation before we can review your rent subsidy.

Section 1. Tenant Information

Surname:	
Given name(s):	
Tenancy Address:	
Tenant ID:	
Email Address:	Phone number:

Section 2. Household Information

(All household members are to be listed including children)

Full Name	DOB	Gender	Relationship to tenant <i>Tenant (You)</i>	Main Income type	Centrelink Reference number (CRN)	Centrelink Authority provided	Is the information listed correct?
						Yes <input type="checkbox"/> No <input type="checkbox"/>	Yes <input type="checkbox"/> No <input type="checkbox"/>
						Yes <input type="checkbox"/> No <input type="checkbox"/>	Yes <input type="checkbox"/> No <input type="checkbox"/>
						Yes <input type="checkbox"/> No <input type="checkbox"/>	Yes <input type="checkbox"/> No <input type="checkbox"/>
						Yes <input type="checkbox"/> No <input type="checkbox"/>	Yes <input type="checkbox"/> No <input type="checkbox"/>
						Yes <input type="checkbox"/> No <input type="checkbox"/>	Yes <input type="checkbox"/> No <input type="checkbox"/>
						Yes <input type="checkbox"/> No <input type="checkbox"/>	Yes <input type="checkbox"/> No <input type="checkbox"/>
						Yes <input type="checkbox"/> No <input type="checkbox"/>	Yes <input type="checkbox"/> No <input type="checkbox"/>

If you have answered No to any of the above, please go to section 3. or proceed to section 5 if nothing has changed.



Examples of income or asset evidence,

- **Centrelink payments** - Current itemised Centrelink Income Statement unless you have given consent for us to get this information directly from Centrelink.
- **Veterans' Affairs payments** - Current itemised statement from the Department of Veterans' Affairs
- **Wages** - Wages and Salaries form (form C) completed by your employer, or 26 weeks' worth of consecutive pay slips (we will accept a minimum 12 weeks' worth of pay slips)
- **Business Income (self-employed)** - Current profit/loss statement completed by an accountant or a copy of latest taxation return (not a notice of assessment).
- **Superannuation** - Current letter from the Superannuation Fund confirming the amount received
- **Overseas/foreign Pension** - Current letter from the respective government detailing the amount you receive.
- **Savings & Investments** (including residential or commercial real estate) - Letter from all investment institution(s) detailing current balance(s).
- **Maintenance/Child Support** - Current itemised Centrelink Income Statement or current Child Support statement from Services Australia.
- **No Income** - 3 months' worth of all bank statements for all accounts held to show no income is being received, along with a statutory declaration stating that no income is being received.

Section 3. Household Changes

Q1. Has there been changes to your household and/or household income since your last rent review?

☐

No – **Go to Section 5**

☐

Yes – Continue below

Q2. Has someone moved into or out of the property since your last rent review?

☐

No – **Go to Section 4**

☐

Yes – Complete box below

Full Name	DOB	Gender	Relationship to tenant <i>Tenant (You)</i>	Moving in/out	Date Moved in/out	Income type (if moving in)
				In <input type="checkbox"/> Out <input type="checkbox"/>		
				In <input type="checkbox"/> Out <input type="checkbox"/>		
				In <input type="checkbox"/> Out <input type="checkbox"/>		

Note: Please ensure that you submit all supporting income documents for anyone moving in, along with an Application for an Additional Occupant form with this application. Applications for Additional Occupants can be found on our website or can be provided by your local office. Please provide income details for all household members over 18.

If someone has moved out and you would like Link Wentworth to consider backdating your rent to the date they moved out, you will need to supply evidence that they no longer reside at your property, such as a lease document or utility bill. (A statutory declaration will not be accepted for backdating purposes)



Section 4. Income Changes

Q1. Have you or someone in your household started or stopped working or had a wage change since your last rent review?

☐

No – **Go to Section 2**

☐

Yes – Complete box below

Full Name	Relationship to you	Change? (e.g. started or stopped work, wage reduction or increase)	Date of change	4 weeks of payslips available?

Note: Please provide a minimum of four (4) weeks' worth of payslips from the date you started working. If you do not have 4 weeks of payslips available, please submit this form and discuss with your Tenancy Manager or a Rent Subsidy Specialist.

Q2. Have you or someone in your household recently started a business?

☐

No – **Go to Section 3**

☐

Yes – Complete box below

Full Name	Relationship to you	ABN	Date of change

Note: Please provide a profit and loss statement prepared by an accountant. For further information please contact a Link Wentworth staff member.

Q3. Have you or someone in your household had a change in income or Centrelink payment type not already listed above?
For example, a payment change

☐

No – **Go to Section 5**

☐

Yes – Complete box below

Full Name	Relationship to you	Date of change	Details of change

Section 5 - Declaration

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.

Head Tenant's Signature:

Date

What happens next?

1. We will review your application in the next 21 days. We will contact you if we need more information.
2. You will receive a notification confirming any changes to your rent.
3. If you have any question or concerns, please call us on 13 14 21.

Office Use Only

Received by:	Date:	TM:	
All documents Supplied?	Yes	No	See notes