

## HOW WE CALCULATE YOUR RENT?

Tenants who have a change to their income, must advise Link Housing within 28 days. A review will then be conducted.

### How do I notify Link Housing of changes to my Income or family circumstances?

To do so you must contact Link Housing and advise your Housing Manager of the change. An *Income Review – Tenant Declaration* will be sent to you. You need to complete the declaration in full, supplying the following details:-

- Your current income – with supporting documentation, such as payslips for a minimum of 26 weeks or since employment commenced, and/or a current Centrelink Income statement if you have not provided Link Housing with a signed consent for Link to obtain this information from Centrelink. If you are in doubt, please contact your Housing Manager.
- Details of **ALL** household members currently living at your property
- Income details for all household members over 18 years of age with supporting documentation.

There are new laws in place to deal with situations where tenants deliberately make false, misleading or incomplete statements or when you fail to notify Link Housing of changes to your income or family circumstances. You need to be aware that any increase to your income will be backdated to the date of the increase. (e.g. the date you started working).

### How is the rent calculated?

The market rent payable for your property will be on the Residential Tenancy Agreement (Lease) as the rent due. To be eligible for a rental subsidy, you must complete an *Income Review – Tenant Declaration*. Once we receive your completed declaration with supporting documentation, your income will be calculated as follows:-

Type of income	Source of Income	% of income as rent
Earnings of Tenant and other family members 21 years of age and over	Basic Centrelink Benefit, wages, Real Estate Income, child support etc	25%
Earnings of Household members from 18 years of age to 20 years of age inclusive	Basic Centrelink Benefit, wages, Real Estate Income, etc	15%
Family Tax Benefits A and B	Centrelink benefit	15%
Investments, savings	The first \$5000.00  from > \$5000.00	Not assessed  Interest earnings deemed at current Centrelink rates*
Commonwealth Rent Assistance	Centrelink Benefit	100%

\*For more information on Centrelink deeming rates visit the Centrelink website [www.centrelink.gov.au](http://www.centrelink.gov.au) or contact Link Housing on 9412-5111 or e-mail [enquiries@linkhousing.org.au](mailto:enquiries@linkhousing.org.au) >over<

Your income and rental subsidy will be assessed by Link staff and you will be advised in writing of the changes and effective date.

You must advise Centrelink of the change to your rent so that your entitlement to Commonwealth Rent Assistance can be re-assessed.

### How often is my rent assessed?

At least twice a year. Tenants with variable incomes, for example if working casually, will be assessed quarterly. We will send you paperwork to complete when your review is due. If you do not respond to an Income Review by the due date, your subsidy will be cancelled and you will be charged market rent.

### What information do I need to provide?

Source of income	Required
Centrelink benefits	<ul style="list-style-type: none"> <li>An income statement no more than 4 weeks old (<i>unless you have provided us with a signed consent form</i>)</li> </ul>
A pension from the Dept of Veteran's Affairs	<ul style="list-style-type: none"> <li>A current statement from the Dept of Veteran's Affairs</li> </ul>
Full time work	<ul style="list-style-type: none"> <li>26 consecutive weeks payslips; or all</li> <li>payslips from date employment commenced; or</li> <li>pay summary from payroll</li> </ul>
Part time work	
Casual/Contract work	
Self employed	<ul style="list-style-type: none"> <li>A profit and loss statement for the previous financial year including the allowable deductions schedule or</li> <li>a taxation return for the previous financial year including the allowable deductions schedule</li> </ul>
Workers Compensation	<ul style="list-style-type: none"> <li>A statement and/or letter from insurer and/or employer</li> </ul>
Income from superannuation	<ul style="list-style-type: none"> <li>Current letter or</li> <li>statement from super fund</li> </ul>
Overseas pension	<ul style="list-style-type: none"> <li>Current letter or statement from respective government</li> </ul>
Other income from overseas	<ul style="list-style-type: none"> <li>Please provide details</li> </ul>
Savings/investments/shares	<ul style="list-style-type: none"> <li>Current bank statement or</li> <li>letter or statement from company providing details of amount and/or dividend received</li> </ul>
Property or land ownership (anytime in the past 12 months)	<ul style="list-style-type: none"> <li>Full details of property including value and income or rental earned from property (if applicable)</li> </ul>
Maintenance/child support	<ul style="list-style-type: none"> <li>Child support agency statement detailing amount received</li> </ul>
An inheritance or lump sum payment	<ul style="list-style-type: none"> <li>Please provide details</li> </ul>
Other income or assets	<ul style="list-style-type: none"> <li>Please provide details</li> </ul>

If you have any questions please do not hesitate to contact your Housing Manager on 9412-5111.