

WHEN DO YOU CALCULATE MY RENT?

1. The Rent Review:

Pacific Link Housing ensures tenants are paying the correct amount of rent by conducting a rent review assessment twice a year in May and November.

2. When there is a change in your household income:

When your income changes you must notify Pacific Link Housing within 14 days and provide all of the required information we need to calculate your rent rebate.

3. Tenant Sign-up or Transfer:

Rents for all new tenants and those who are changing address due to a transfer, will be calculated during your sign-up.

HOW IS MY RENT CALCULATED?

Your rent is calculated using a standard formula set by the HNSW Community and Private Market Housing Directorate (Previously known as Community Housing Division). This takes into account 25% of your total assessable household income and all of the Commonwealth Rent Assistance that you receive from Centrelink. How this is actually calculated may vary depending on the type of program you are housed under.

See back page of brochure for *rent calculation example*.

RENT CALCULATION—EXAMPLE

Household assessable income per week	\$360.00
25% of the household assessable income	90.00
+	+
100% of the Commonwealth Rent Assistance	\$61.00
TOTAL RENT CHARGED PER WEEK:	\$151.50

If you have any questions or require more information please contact us;

Phone: (02) 4324 7617, Fax: (02) 4324 1601,
Toll-Free 1300 654 973 or by

Email: info@pacificlink.org.au.

You can also download forms and brochures from our website www.pacificlink.org.au.

Office Address: Suite 2—Level 1
10 William Street
Gosford NSW 2250

Mailing Address: PO Box 1888
Gosford NSW 2250



PACIFIC LINK
HOUSING

Home & Community

HOW WE CALCULATE YOUR RENT



HOW DO I NOTIFY PACIFIC LINK HOUSING OF A CHANGE TO MY HOUSEHOLD INCOME?

You will need to complete a tenant declaration form (pictured below) and return it to PLH.

The form is titled 'PACIFIC LINK HOUSING Home & Community RENT SUBSIDY APPLICATION TENANT DECLARATION'. It includes instructions on how to apply for a rental subsidy, a table for household members, and contact information.

To apply for a rental subsidy you must complete this form for all household members and provide relevant supporting documentation

A rental subsidy is granted by Pacific Link Housing to assist those households which are unable to afford to pay the market rent for their dwelling.

- All gross income from any person that resides at the premises must be declared.
- If you or other members of your household have provided a Centrelink Multiple Consent Authority, Pacific Link Housing will download your income and assets details from Centrelink.
- If you or any other household members (over 18 years old) have not already given Pacific Link Housing written consent but would like to do so please complete and sign a Centrelink Multiple Consent Authority.

Please provide your details below and then list everyone else who lives with you. Be sure to include children as well as adults.

Name	Sex M/F	Date of Birth	Relationship to you (eg wife, husband son etc)	Income Details (eg newstart, age pension – for wages write gross fortnightly earnings)	Centrelink Reference No. CRN
			You - self		

Please attach all relevant documentation as proof of income for each household member. Please refer to the back of this form for examples of such documentation.

Property Address: _____
 Phone No: _____ Email: _____

Emergency Contact Details - Name & Phone Number (someone not living with you)

This form requests:

- Your contact details,
- Details of **all** household members currently living in the property, and
- Income details for each household member aged 18 years and above

Guidelines on how to complete the Tenant Declaration Rent Review can be found on the back of the form.

WHAT INFORMATION DO I NEED TO PROVIDE WITH MY TENANT DECLARATION FORM?

CENTRELINK PAYMENTS

- If you **have not** provided a signed 'Pacific Link Housing -Centrelink Multiple Consent and Authority' form, which allows us to access your Centrelink income details through the internet, **you must provide a current Centrelink income statement.**
- If you **have** provided a signed 'Pacific Link Housing - Centrelink Multiple Consent and Authority' form, to access your Centrelink income details through the internet, you **do not** need to provide a Centrelink statement.
- If you or any household member receives Family Tax Allowance and/or Maintenance payments, please ensure you provide details of this income, if it is not included in your Centrelink income statement.

SAVINGS AND INVESTMENTS

- ◆ If you or any household member has \$5000 or more in savings and/or investments, please provide a statement from your financial institution showing the balance for all types of savings and/or investments you hold.
- ◆ This also applies to any property you may own and/or lease.

WAGES

- If you or a member of the household **work fixed hours** per week, please provide the last **4 weeks** of pay slips showing your gross wage.
- If you or members of the household **work casual hours (they change week to week)** and/or work overtime please provide the last **12 weeks** of pay slips showing your gross wage.
- If your pay slips are not available, please ask your employer to complete our "Certificate of Wages" form.

SELF EMPLOYED

- Please provide your completed Australian Tax Office return which you lodged for the most recent financial year i.e. 2011/2012; 2012/2013
- Or a certified profit and loss statement from a registered accountant for the financial year 2011/2012; 2012/2013 AND at least 3 months bank statements from all business accounts.