



# National Rental Affordability Scheme

## Request for exception that an incentive is not available due to outstanding documents or information

### When to use this form

This is the approved form under section 13 of the National Rental Affordability Scheme Regulations 2020 (the Regulations). An approved participant must use this form to make an application for an exception to the rule that an incentive is not available for any period where documents or information remain outstanding, uncorrected or record keeping obligations are not complied with.

Examples of documents and information are listed under subsection 13(7) and include:

- a) a statement of compliance;
- b) a market rent valuation;
- c) a response to a request from the Secretary for information or documents;
- d) a tenant demographic assessment or tenant consent form;
- e) a lease agreement;
- f) a certificate of occupancy; and
- g) a building plan or floor plan.

The Secretary may determine that the nil incentive rule does not apply if satisfied that the approved participant has a reasonable excuse for not complying with the requirement.

A reasonable excuse will generally be characterised by circumstances that are unforeseeable or outside the approved participant's control, which have clearly and directly prevented them from being able to meet the specified lodgement period for the documents or information. The approved participant will be notified in writing of the outcome of their request.

### Outstanding documents and information

Under subsection 13(3), a document or information is outstanding if:

- a) the period for giving the document or information has ended; and
- b) the document or information has not been given to the Secretary in the approved form (if any).

## False and misleading documents and information

Under subsection 13(5), no incentive is available for any period during which a false or misleading document or information relating to the allocation remains uncorrected if the document or information:

- has been given to the Secretary; and
- is required for the purposes of NRAS.

## Uncorrected documents

Under subsection 13(6), a document or information remains uncorrected if the approved participant has not:

- notified the Secretary in writing that the document or information is false or misleading;
- or corrected the document or information as required by the Secretary.

## Record keeping

Under subsection 13(8), no incentive is available for any period during which the approved participant fails to comply with its record keeping obligations as outlined in section 49.

## Who fills out the form?

Applications must be completed by an approved participant or an authorised agent of an approved participant. Applications completed by any other parties will not be considered by the Department of Social Services (the department).

## Submission and attachments

Once completed, please submit your application, schedule and all supporting evidence identified in this form to [nras@dss.gov.au](mailto:nras@dss.gov.au).

## About you

1. Your organisation name  
Enter in your Organisation Name
2. Your name (Authorised NRAS Contact)  
Enter in your name
3. Your contact phone numbers  
Work: Enter in your work contact phone number  
  
Mobile: Enter in your mobile contact phone number
4. Your email address Enter in your email address
5. Are you the applicant in respect of whom the dwellings have been allocated?  
 Yes  
 No
6. If you are not the applicant, who is the applicant?  
If you are not the applicant, enter in who is the applicant
7. Are you the Authorised Agent of the applicant?  
 Yes, please attach evidence of authorisation  
 No, only authorised agents may make an application under this Regulation

## Specific information about the dwellings requiring an exception that an incentive is not available due to outstanding documents or information

8. Complete and attach the Schedule to extend the lodgement date for statement of compliance.

Number of pages in the attached Schedule:

Number of dwellings on the Schedule:

Identify how many pages are attached and how many dwellings they relate to.

*Note: the Schedule constitutes part of the application form and must be submitted with this form*

## Documents or information outstanding

9. Please tick which documents/information are outstanding, require correction or are non-compliant with record keeping requirements:  
 Statement of Compliance  
 Market Rent Valuation  
 Response to a request from the Secretary for information or documents  
 Tenant demographic assessment or tenant consent form  
 Lease agreement  
 Certificate of occupancy  
 Building plan or floor plan  
 Other: \_\_\_\_\_

## Information about the reason for the exception

10. Why are you unable to provide the documents/information in the specified period?

Note: If insufficient space, attach and clearly label your statement against this question to this application form.

Enter the reason an exception is required

Attach a description and evidence for the reason for the exception.

Have you attached additional information for this question?

Yes

No

## Statement of compliance or market rent valuation extension

11. Has an extension of the submission date for the statement of compliance been sought under paragraph 42(4)(b) of the Regulations?

Yes

No

12. If an extension has been sought for the statement of compliance, has the Secretary approved?

Yes

Date of approval:

No

13. Has an extension of the submission date for the market rent valuation been sought under subsection 39(2) of the Regulations?

Yes

No

14. If an extension has been sought for the market rent valuation, has the Secretary approved?

Yes

Date of approval:

No

## Expected date to supply documents or information

15. When do you anticipate you will be able to provide the required documents/information? If you are unable to supply the required documents/information, please explain why.

*Note: If insufficient space, attach and clearly label your statement against this question to this application form.*

Enter in the expected date to supply documents or information

Attach a description and evidence for the reason for the extension.

Have you attached additional information for this question?

Yes

No

## Plan to rectify issue

16. How do you intend to supply documents/information on time in future?

If unable to supply, how do you intend to obtain these documents/information in the future?

*Note: If insufficient space, attach and clearly label your statement against this question to this application form.*

Enter in details on how you plan to rectify the delay in providing documents/information

Attach a description and evidence for the reason for the extension.

Have you attached additional information for this question?

Yes

No

## Certification and declaration

I certify to the best of my knowledge that the information provided in this application, including the attachments, is correct and complete.

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

Name: (please print) \_\_\_\_\_

Signature: \_\_\_\_\_

Date: \_\_\_\_\_