




National Rental Affordability Scheme (NRAS) Portal Quick Reference Guide

Run a Dwellings rent information report

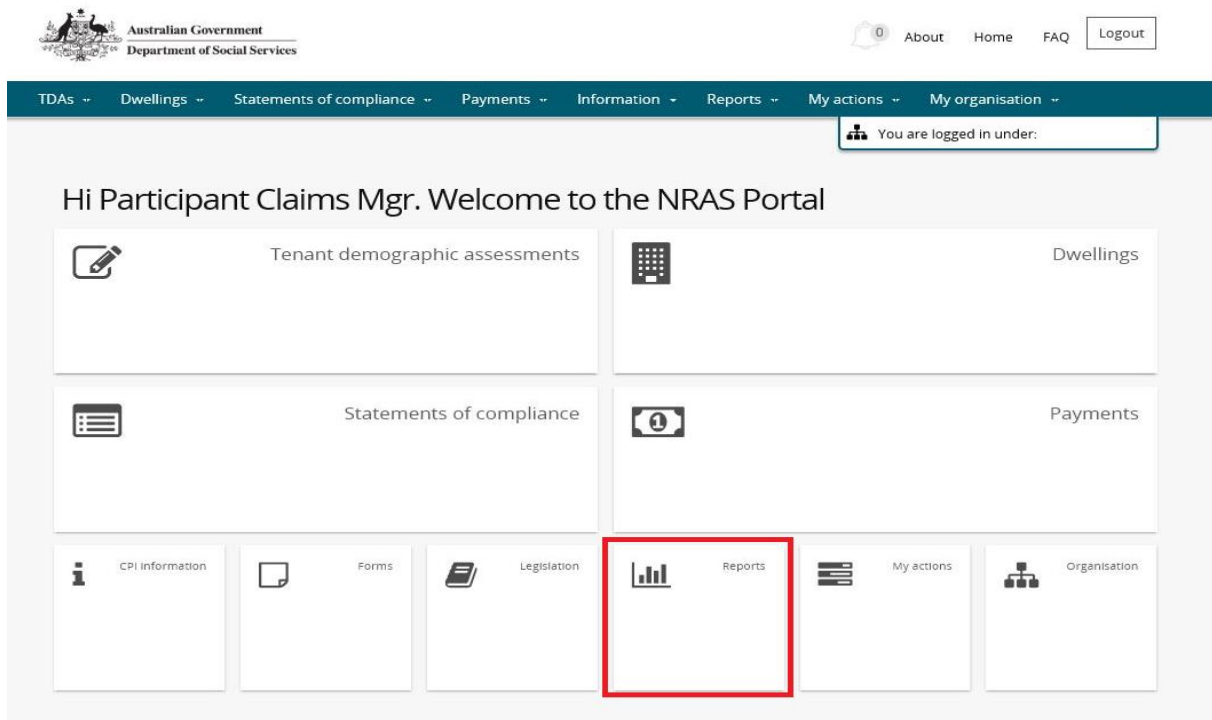
This Quick Reference Guide (QRG) will take you through the steps to run a dwellings rent information report
Access Required:

- Participant Read Write User; or Participant Claims User.

 Do not use the navigation buttons on your web browser while working in the portal. Using the back, forward or refresh buttons on your browser will cause you to lose the information you have entered.

Use the **Back** and **Continue** buttons to move through the different sections.

1. Log in to the [NRAS Portal](#).
2. At the Disclaimer, click **I Agree**.
3. Click **Reports** or select **Reports>Generate a report**.



OR



4. At **Report Type**, select **Dwellings rent information**.

NRAS – Run an Occupancy Gap Report

- At NRAS year, select the **NRAS year**.
- Click **Generate report**.

Generate report

* required

Report details

Report type:*
Dwellings Rent Information

NRAS year:
N2019-2020

[Clear search](#) Generate report

Results will appear in the lower half of the window.

Report type:*
Dwellings Rent Information

NRAS year:
N2019-2020

[Clear search](#) Generate report

[Return home](#)

Results (94)

Dwelling ID	Effective from date	Market rent	CPI indexed rent	Maximum rent charge amount
▶ 4-61PCRQW	30/04/2020		303	242.4

- To **Export**, select the type of file and then select **Export**. The recommended format is Tab Separated Values (TSV).

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Select Format:

- Comma Separated Values (CSV)
- Tab Separated Values (TSV)**
- Hypertext Markup Language (HTML)

Export

[Return home](#)

- Where you are exporting data for more than one item, please allow the system time to process the request. Do not click **Export** again as this will override the request and only extract one line of data. To check if the export request is working the text on the browser tab changes to **Export**.

9. You will be prompted to either **Open** or **Save** the report.
10. Your report will either be opened or saved to the specified location.



All records in the report will be displayed or saved.

Logging out of the NRAS Portal

1. To log out of the NRAS Portal click **Logout**.



For technical support enquiries, please contact nrasithelpdesk@dss.gov.au or 1300 911 235.