




National Rental Affordability Scheme (NRAS) Portal Quick Reference Guide

Submit a Vacancy

This Quick Reference Guide (QRG) will take you through the steps to submit a vacancy for a dwelling.

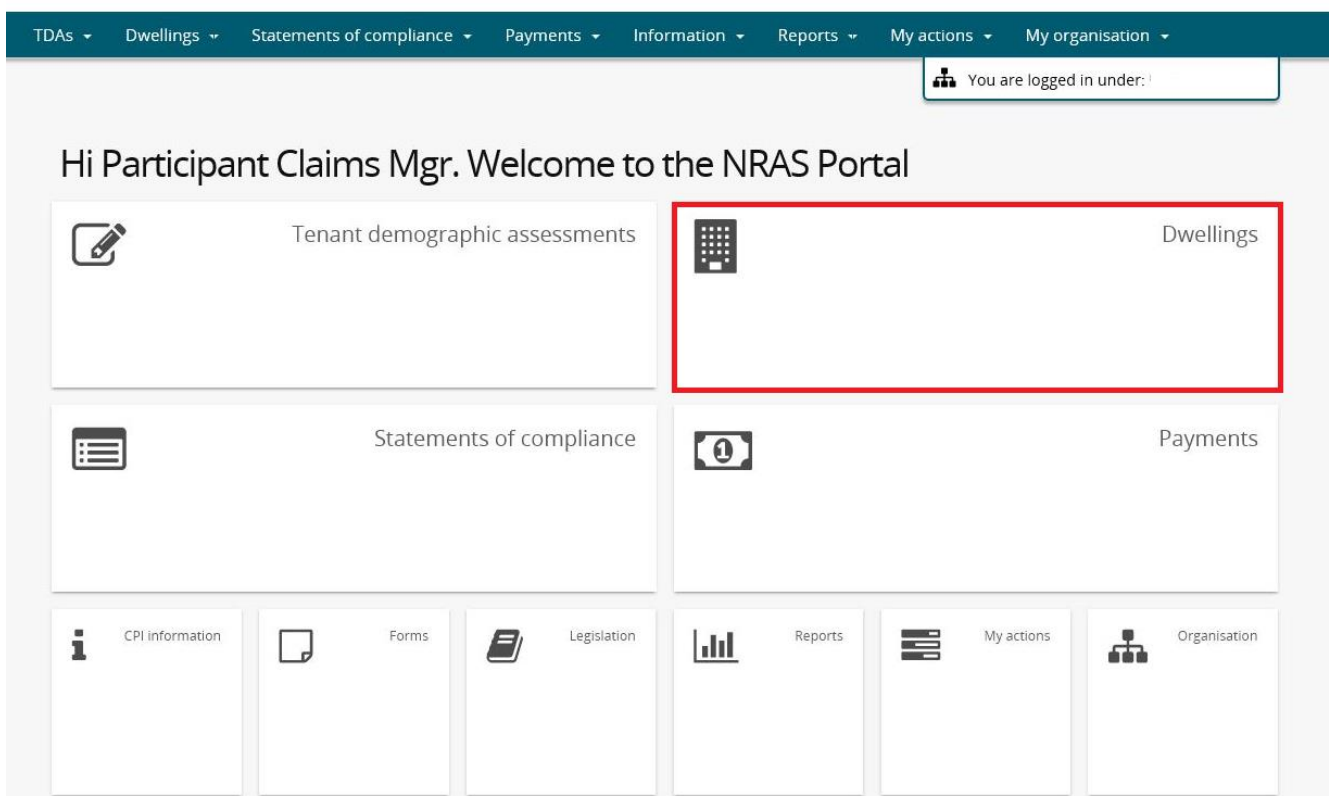
Access Required:

- 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. There are two ways to navigate to the Search Dwellings screen from the main page: through the Dwellings tile (see step 4) or through the dropdown menu (see step 5).
4. Click the **Dwellings** tile. A list of Dwellings will be returned, then select the **Search Dwelling** button.



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You are logged in under: 1

Hi Participant Claims Mgr. Welcome to the NRAS Portal

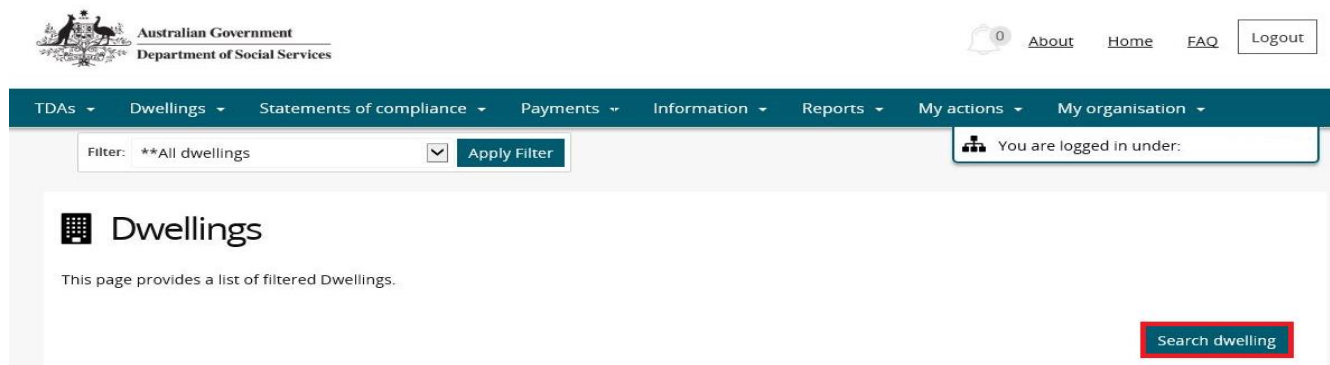
Tenant demographic assessments

Dwellings

Statements of compliance

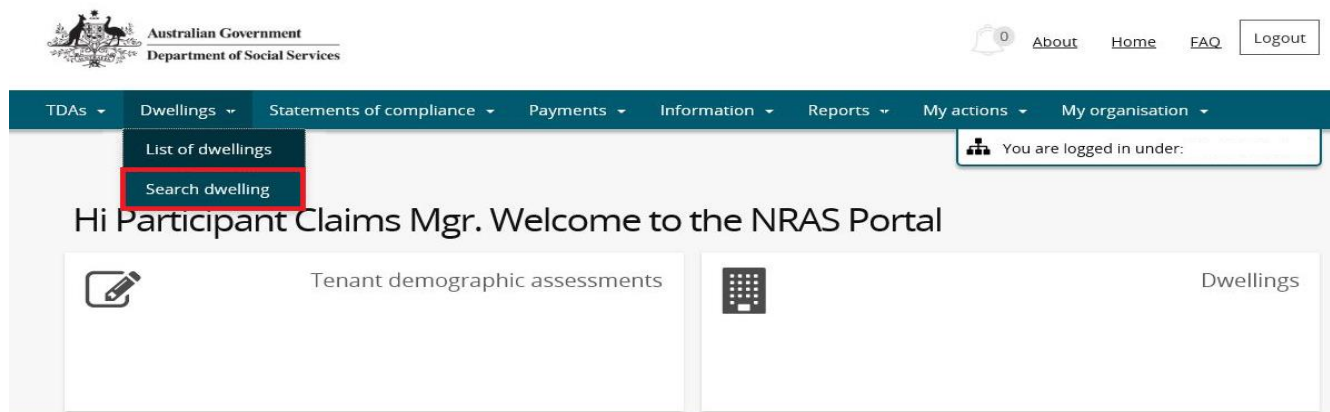
Payments

CPI information Forms Legislation Reports My actions Organisation



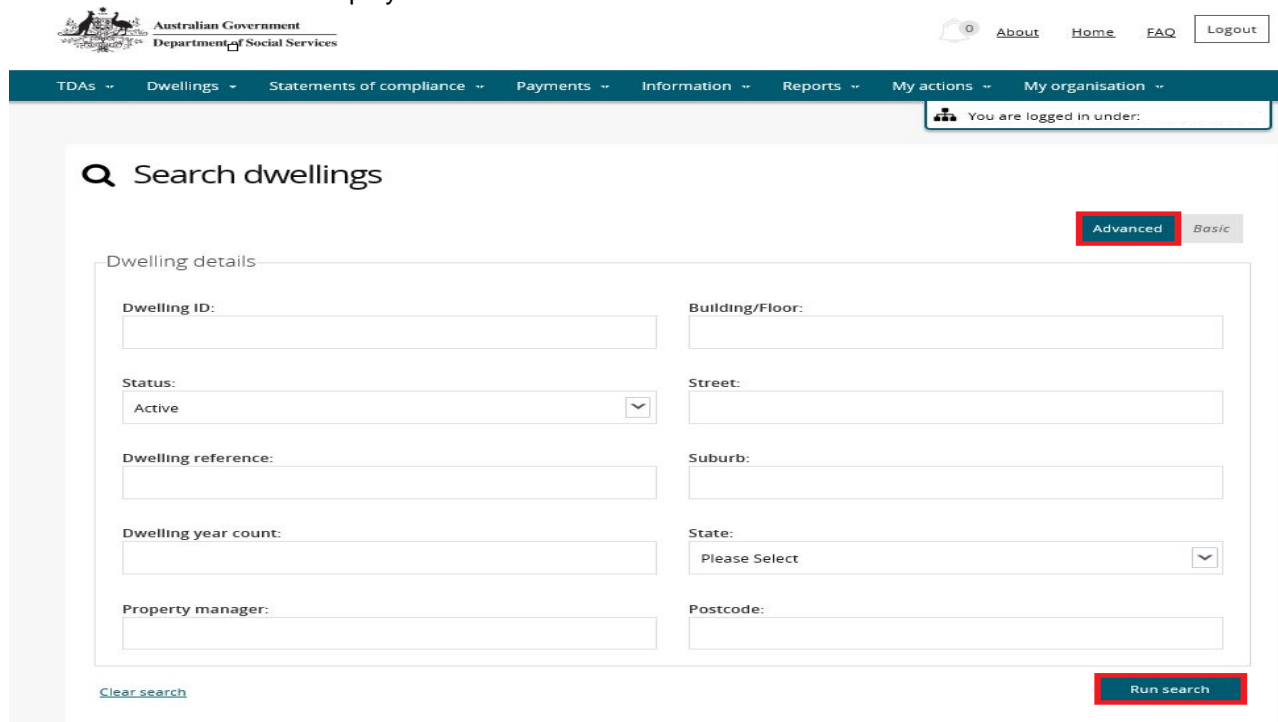
OR

5. At the **Welcome** screen, select **Dwellings>Search dwelling**.



6. Enter required search criteria, then select the **Run Search** button.

Click **Advanced** to display additional search fields.



7. Results matching your entered search criteria will be returned.
8. Select the **View dwelling** button.

Results (1)

Dwelling ID	Address	Dwelling reference	Status
-----5	N/A, N/A, ACT 2615		Active

[View dwelling](#)

Select Format, Press Export, and Save Download

Format: Comma Separated Values (CSV)

9. Select the **Occupancy** menu item on the Dwelling details page.

Australian Government Department of Social Services

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You are logged in under: [User Name]

Dwelling details

This page provides detailed information on the selected Dwelling

Activate Withdraw Update dwelling details

Occupancy

Dwelling ID: -----5 Status: Active
Address: N/A, N/A, ACT 2615 Dwelling reference:

Dwelling details

History
Market rent
Statement of compliance
Payments
Tenant demographic assessments
Occupancy
Conditions
Attachments
Property managers
Investors information

Dwelling details

Dwelling ID: -----5 Dwelling year count: 1 Project:
Dwelling reference: Source dwelling: Commonwealth incentive type: Cash
Registration ID: Follow on dwelling:

Status details

Status: Active Status change reason: Please Select Active property manager name:
Start date: dd/mm/yyyy End date: dd/mm/yyyy
01/05/2018 30/04/2020

10. Any existing lease or vacancy records will be displayed. To add a Vacancy record, select the **Add vacancy** button on the **Occupancy** page.

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You are logged in under: [User Name]

Occupancy

Occupancy

Please enter any vacancy period and reason for vacancy below.

[Add vacancy](#)

There are currently no records to display.


[Return home](#)

Dwelling ID: -----5 Status: Active
Address: N/A, N/A, ACT 2615 Dwelling reference:

Dwelling details

History
Market rent

11. Enter the **Vacancy Start and End dates and Vacancy reason** on the Manage occupancy page and then select **Save and Return home**.

 The Vacancy Start, End and Reason fields are mandatory.

Manage occupancy

* required

Type:
Vacancy

Start date: *dd/mm/yyyy**
05/05/2018

End date: *dd/mm/yyyy**
07/05/2018

Actual end date: *dd/mm/yyyy*

Vacancy reason: * You have 212 of 250 characters remaining
Enter reason dwelling was vacant here.

[Discard changes and return](#) **Save and return**

12. The Vacancy will appear on the **Occupancy** page.

The screenshot shows the 'Occupancy' page in the NRAS system. On the left, there are navigation tabs for Dwelling ID, Address, Dwelling details, History, Market rent, Statement of compliance, and Payments. The main area is titled 'Occupancy' and contains a table with the following data:

Type	Start date	End date	Actual end date	Vacancy reason	Vacancy days	Days not available for rent	Actions
Vacancy	05/05/2018	07/05/2018		Enter reason dwelling was vacant here.			Actions-

Buttons for 'Add vacancy' and 'Return home' are also visible.

You are able to Update or Delete the vacancy if the **Action>Update** or **Action>Delete** buttons are available and/or there is not an existing claim for the associated NRAS Year.

This screenshot is similar to the previous one but shows the 'Actions-' dropdown menu expanded. The 'Update' and 'Delete' options are highlighted with a red box, indicating they are available for the vacancy.

You are also able to add a new vacancy or update/delete existing vacancies during submission of a TDA.

For more assistance refer to Quick Reference Guides #2 to #4 for submitting TDAs.

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.