



For further assistance, please contact <a href="mailto:nrasithelpdesk@dss.gov.au">nrasithelpdesk@dss.gov.au</a>

## National Rental Affordability Scheme (NRAS) Portal Quick Reference Guide

# Lodge a market rent valuation

This Quick Reference Guide (QRG) will take you through the steps to lodge a market rent valuation in the NRAS Portal.

Access Required:

• Participant Read Write User; or Participant Claims User.

Please note all MRVs must be accompanied by a signed MRV Checklist

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 <u>NRAS Portal</u>.
- 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 the dropdown menu (see step 5).
- 4. Click the **Dwellings** tile. A list of Dwellings will be returned, then select the **Search Dwelling** button.

#### NRAS - Lodge a Market Rent Valuation

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

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

Search for a dwelling using any of the available search fields. All fields on the **Search dwellings** page are not case sensitive for searching. If you wish to view all dwellings you have access to, leave the Dwelling search fields blank.

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

ſ	Results (1)						
	Dwelling ID	Address	Dwelling reference		<u>Status</u>		
		,			Active		View dwelling
			5	Select Form	at, Press Export, and Save Down	load	
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9. On the View dwelling page, select the Market rent link from the menu bar.

#### NRAS – Lodge a Market Rent Valuation

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

As per the NRAS Regulations, you will only be able to add Market rent valuations for dwellings 91 days before the due date of the Market Rent Valuation. The 'Add market rent' button will only be available once this period is met. The button will be greyed out all other times.

An 'Action' record will be created alerting you to any Market rent valuations which are due. Please see the QRG #15 How to view and complete Actions.

10. The Market rent page displays. Click the **Add market rent** button. The **Create market rent** page will be displayed.

Australian Government Construction Construction		0 About Home FAQ Logout
TDAs - Dwellings - Statements of compliance -	Payments • Information • Reports • My actions • My organisation •	
		A You are logged in under:
Dwelling ID: Status:	Market rent	
Address: Dwelling reference:	Market rent	Add market rent

- 11. Read the conditions listed on the page and then enter the Market rent value.
- 12. Select the **Add attachment** button and select the file you wish to upload.

## NRAS – Lodge a Market Rent Valuation

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13. On the Manage attachment details screen, edit the file name (if required) and select an Attachment type.

The Name and Attachment type fields are mandatory. The Attachment type field will default to the Market Rent Value Year you are adding. (E.g. Year 1, Year 5 or Year 8 Market Rent Valuation).

As per the NRAS Regulations, an **MRV checklist** <u>must</u> also be completed by the approved participant or their authorised agent and uploaded to the Attachments Tab along with the Market Rent Valuation.

You can also enter any comments on the Manage attachment details screen.

#### 14. Select the Save and return button.

Manage attachment details

			* required
	Name:*		
	You can change the name of the uploaded file or leave as selected		
	Attachment type:*		
	Year 5 Market Rent Valuation	~	
	Comments:	Maximum of 250 characters	
		^	
		~	
Discard changes and return			Save and return

# 15. The **Create market rent** page will be returned, select the **Save and return** button on the Create market rent page.

📕 Create market	rent			* required
l certify that the market rent valuation determine the market rent value for th	that has been entered into the FaHCs e dwelling under the National Rental	SIA Online Funding Management Sys Affordability Scheme.	tem (FOFMS) Is true and correc	ct and can be used to
l also confirm that the market rent valu	ation			
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- was prepared by a valuer who has no or Territory government benefit in rela	commercial relationship with, or int tion to the dwelling.	erest in, the owner or manager of th	e dwelling, or is a recipient of a	Commonwealth, State
l understand that it is an offence to pro under, or in connection with, a law of ti	ovide false or misleading information he Commonwealth, or given in comp	to a Commonwealth entity, to a per- liance or purported compliance with	on who is exercising powers o a law of the Commonwealth.	f performing functions
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Market Rent Year 5 for Dwelling 4-412345	Year 5 Market Rent Valuation	15/06/2018 02:41:49 PM	Enter any comments here	Actions-
1				
Discard changes and return				Save and return

16. The Market rent record will be added for the Dwelling.

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The Compliance Team will receive a notification of the lodgement of the Market Rent Valuation.

## Logging out of the NRAS Portal

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



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