



April 2020

# National Rental Affordability Scheme

## Application to Extend the Lodgement Date of the Market Rent Valuation Documentation

### When to use this form

This is the approved form under section 39 of the National Rental Affordability Scheme Regulations 2020 (the Regulations). You must use this form to make an application for an extension of time in which to submit the market rent valuation documentation.

### Who fills out the form?

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

### Timeframes for valuations

Approved participants must lodge the market rent valuation for the dwelling to the department:

- within 13 weeks before the day when the dwelling is first available for rent under subsection 37(1) of the Regulations (or a longer period as is approved by the Secretary under section 39 of the Regulations); and
- within 13 weeks before the beginning of the fifth and eighth incentive year of the incentive period in respect of the dwelling (or a longer period as is approved by the Secretary under section 39 of the Regulations).

An incentive year is defined as a 12-month period that: begins on the first day of that incentive period, or on a 12-month anniversary of that first day as defined under subsection 36(2).

Under subsection 39(1) of the Regulations the Secretary can only approve an extension if the Secretary is satisfied that the applicant has a reasonable excuse for not being able to lodge the valuation within the required time period or is satisfied that it is reasonable to extend because there was a transfer of the allocation to another dwelling or another approved participant.

A reasonable excuse will normally be characterised by circumstances outside the applicant's control which have clearly and directly prevented them from being able to meet the specified lodgement period.

If a transfer took place which affected the lodgement of the valuation, approved participants must provide details of the transfer and how it impacted the ability to lodge the valuation in the required time period.

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## How to provide the market rent valuation when it is available

If the application to extend the lodgement date is approved, you will need to attach the relevant market rent valuation in the NRAS Portal to all dwelling IDs listed in the **'Schedule to extend the lodgement date of the market rent valuation documentation'** (schedule) once the document is available.

Approved participants must notify the department when this is completed by emailing [nras@dss.gov.au](mailto:nras@dss.gov.au).

## Submission and attachments

Once completed, please submit your application form together with a completed schedule to extend the lodgement date of the market rent valuation and all supporting evidence identified in this form to [nras@dss.gov.au](mailto:nras@dss.gov.au).

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## 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 (go to question 8)  
 No (go to question 6)
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 the Regulations

## Specific information about the dwellings requiring an extension of lodgement date

8. Complete and attach the Schedule to extend the lodgement date of the market rent valuation documentation.

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

If any of the allocations have been subject to a transfer – please identify these in the Schedule and note the date of transfer.

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

Number of pages in the attached Schedule: Enter in the number of pages in the attached Schedule

Number of dwellings on the Schedule: Enter in the number of dwellings on the Schedule

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## Information about the reason for the extension

9. Have any of the allocations you are seeking an extension for been the subject of a transfer to another dwelling or another approved participant?

Yes

If yes, please specify which allocations and explain how the transfer impacted your ability to provide the market rent valuation within the required timeframe.

*Note: an extension will only be approved if the Secretary is satisfied that because of the transfer it is reasonable to extend the period for giving the valuation.*

If all allocations were subject to the transfer proceed to question 11. If not, proceed to question 10.

No (proceed to question 10)

10. Why are you unable to provide the market rent valuation within the specified period?

*Note: an extension will only be approved where the Secretary is satisfied that the applicant had a reasonable excuse for not being able to lodge the valuation within the required timeframe.*

Enter in further details on why you are unable to provide the market rent valuation within the specified period

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

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

Have you attached additional information for this question?

Yes

No

## Final check

11. Is the relevant Market Rent Valuation attached to all dwelling IDs listed in the Schedule?

Yes

No - if no, you will need to attach the relevant Market Rent Valuation in the NRAS Portal to all dwelling IDs listed in the Schedule once the document is available and notify the department by emailing [nras@dss.gov.au](mailto:nras@dss.gov.au) when this is completed.

Note: You should not presume the department will agree to your application. Any agreement or arrangement an applicant or approved participant enters into, which presumes your application being agreed by the department, is entered into at your risk. Applicants and approved participants should understand legislative and policy requirements prior to lodging applications.

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## 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.

Signature:

Please print out this form and provide your written signature before either scanning or mailing the form in.

Date:

Please note, the department may contact you to seek additional information or documents in relation to your application, which may also be considered by the Secretary.