



# National Rental Affordability Scheme

## Application for exemption – outstanding documentation to reassess tenant eligibility in a dwelling's final year

### When to use this form

This is the approved form under subsection 13(10) of the National Rental Affordability Scheme Regulations 2020 (the Regulations). An approved participant must use this form to make an application for an exemption to the rule that an incentive is not available for any period where documents required for the purposes of the National Rental Affordability Scheme (NRAS, the Scheme) are outstanding.

An exemption may be sought for documents that assess tenant eligibility (such as a Tenant Consent Form (TCF) or a lease agreement listed under subsection 13(7)) that are required to be provided in the final year of the incentive period for the dwelling (that is, the dwelling will exit the Scheme within 12 months).

Under subsection 13(2) no incentive is available for any period during which a document or information relating to the allocation, and required for the purposes of the Scheme, is outstanding.

The Secretary of the Department (the Secretary) may make a determination under subsection 13(9) that the nil incentive rule does not apply if satisfied that the approved participant has a reasonable excuse for not complying with the requirement. Where an eligible tenant (assessed as compliant for the purposes of the previous incentive year) is in the final incentive year of the NRAS allocation and there is no change in the household, the Secretary may consider such a declaration to be a reasonable excuse for the approved participant to not have obtained the relevant tenant documentation.

An approved participant may make an application under this form that there is a 'reasonable excuse' for not complying with the requirement to provide documents for the purposes of the Scheme only for the following dwellings:

- The dwelling is in the final year of the incentive period for the allocation.
- The tenant household was eligible (that is, the household income of the eligible tenant had not exceeded the allowed limit by more than 25% in the previous eligibility year).
- An incentive was paid for the dwelling for the previous year.

Other conditions:

- If there is a new tenant during the allocation's 10th year, a new TCF on point of entry must be obtained and uploaded to the NRAS Portal.

- The declaration must be uploaded to the NRAS Portal in place of a TCF, for each individual dwelling (that is, not provided via a letter to the Department of Social Services (the department)).
- The declaration must be signed by an authorised contact of the approved participant.

A declaration made under this form is an application for an exemption under subsection 13(9) of the Regulations. Approval by the Secretary/Delegate will be by means of approving the payment of an incentive for the dwelling for the NRAS year.

## Outstanding documents and information

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

- a) the period for giving the document or information has ended
- 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) of the Regulations, 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
- is required for the purposes of the Scheme.

## 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.

## Submissions and attachments

Once completed, upload this form in lieu of a TCF or Lease Agreement via the NRAS Portal for the applicable tenant demographic assessment period.

## Outcome

Once the form has been lodged with the department, the Secretary will review the application as part of assessing the Statement of Compliance. Under the Regulations, in order to make a decision that the nil incentive rule does not apply, the Secretary must first make a decision on whether a reasonable excuse exists to not obtain and provide the relevant tenant documentation. The department will approve the application ONLY if it applies to NRAS dwelling tenants:

- in (or recently exited from) NRAS dwellings that have a reassessment due in the dwelling's final year of the Scheme; that is, the dwelling is in its 10th year of allocation and will exit the Scheme within 12 months

- that are about to (i.e. have been advised they must vacate the dwelling) OR have recently (i.e. within the current NRAS year) exited the dwelling OR that remain in the dwelling after the dwelling leaves the Scheme and the tenancy agreement changes (including changes in rent rates).

## Part 1 – Approved Participant

### Organisation

Enter your Organisation name

Your name (Authorised NRAS Contact)

Your contact phone number/work phone number

Email address

Are you the applicant in respect of whom the dwellings have been allocated?

Yes ☐

No ☐

## Part 2 – Dwelling Information

### Dwelling

Enter the dwelling ID (note – one dwelling ID only per form)

Dwelling address

Tenant demographic assessment dates (DD/MM/YY – DD/MM/YY)\*

Allocation - exit date

---

\* The TDA date is the period from the anniversary of the date the tenant entered the dwelling to the date the dwelling leaves the Scheme in the 10th year of the dwelling allocation. This is the period when the approved participant would otherwise be required to assess the tenant eligibility.

## Part 3 – Certification and Declaration

### Declaration

I declare that to the best of my knowledge:

- the dwelling is in its final year of the incentive period for the allocation under the Scheme
- the tenant household was eligible (i.e. the household income of the eligible tenant had not exceeded the allowed limit by more than 25% in the previous eligibility year), and an incentive was paid for the dwelling, in the previous year
- a new tenant or another person has not joined the household since the previous tenant demographic assessment provided to the department.

I certify to the best of my knowledge that the information provided in this application is correct and complete. I understand that giving false or misleading information is a serious offence.

Name: (please print)

Organisation:

Execution

Signature

Date