

Fact Sheet

RENT REVIEWS EXPLAINED

Rent reviews are really important. They help Homes North work out if the rent you are paying for your property is correct, particularly if there has been a change to your financial or personal situation.

You need to tell us, within 21 days, when there is a change in your personal or financial situation as this may affect the rent you pay.

If you are a tenant receiving a rental subsidy Homes North will contact you every six months to do a review of the rent that you pay for your home. Rent reviews are undertaken to check if your financial or personal situation has changed. This may change the amount of rent you are charged.

WHAT DOES A RENT REVIEW INVOLVE?

Homes North will send you two forms asking for information. These forms are:

- A new Application for Rental Subsidy Form – this form must be returned to your local office.
- A Declaration of Wages Form - only household members who are working need to complete this form and return to a local office.

Information to help you complete these forms is also included. It is important to read these before completing the forms:

- Rental Subsidy Letter
- A Guide to Rental Subsidies Factsheet
- Household Income Evidence Requirements Factsheet
- Market Rent Letter (only sent once a year).

It is very important to return the completed documents to Homes North. If you don't return the documents your rent subsidy will be cancelled and you will have to pay market rent.

WHAT INFORMATION DO I NEED TO PROVIDE?

Homes North will need to know the following information:

- Have any occupants moved into or moved out of the property?
- Are there any changes in income of any household members?
- Has any household member commenced or left employment?
- Has any household member turned 18 years of age?
- If any household member is employed, is there a change to their employment

conditions, for example, additional or decrease in hours of paid work, or a move from casual or part-time work or full time work?

- Are there any new sources of household income?
- Has any member of the household received a lump sum payment, inheritance or dividend that needs to be declared.
- Does any household member own their own home?

- If there are changes to any household members income, or changes to household members, we will review your current circumstances to determine if there is to be any change in the rent you pay and notify you.

WHAT DOCUMENTATION DO I NEED TO RETURN?

- The completed Application for Rental Subsidy form, and
- Any documents that relate to any change in paid employment e.g. payslip or a completed Declaration of Wages Form.

WHAT HAPPENS AFTER I RETURN THE FORMS?

We will review the information you have provided, and:

- If there are no changes to any household members income, or changes to household members or situation, your rent will remain the same.

NEED TO CONTACT HOMES NORTH?

Armidale (02) 6772 5133	Glen Innes (02) 6732 3652
Gunnedah (02) 6742 0363	Inverell (02) 6722 5137
Moree (02) 6752 4440	Tamworth (02) 6766 6897
Coledale (02) 6765 8879	www.homesnorth.org