

1. Purpose

- 1.1. This guide provides guidelines for assessing applicant's income and assets in compliance with Community Housing Rent Policy June 2020.

2. Scope

- 2.1. Applies to All Staff
- 2.2. Applies to Co-operatives
- 2.3. Applies to all assessments of applicant's income and assets

3. Exceptions

N/A

4. Definitions

- 4.1. **Landlord** - the person who grants the right to occupy residential premises under a residential tenancy agreement.
- 4.2. **Tenant** - the person who has the right to occupy residential premises under a residential tenancy agreement.
- 4.3. **Income below the statutory minimum** – an applicant is receiving minimum income they are entitled to receive from Centrelink.
- 4.4. **Casual or seasonal wages**- average of applicant's actual income over a set period of 3 months.
- 4.5. **Self Employed**- this is determined based on a current profit and loss statement or the most recent tax return. A tax assessment notice is not acceptable, as some items that are allowed as a tax deduction are not allowed as a legitimate business expense, for the purpose of calculating a rebate based on assessable income (see Community Housing Rent Policy).
- 4.6. **Property holdings**- Under the NSW Community Housing Eligibility Policy, a person who owns a property or assets which would reasonably be expected to resolve their housing need will not be eligible to receive community housing.
- 4.7. **Investment**- First \$ 5000 income from investment is disregarded as an income.
- 4.8. **Adult**- An adult is a person who is 18 years or older.
- 4.9. **Child**- A person who is under the age of 18.

5. Responsibilities

5.1. Chief Executive Officer (CEO)

- 5.1.1. Providing resources
- 5.1.2. Oversight of process

5.2. Manager

- 5.2.1. Staff competency

- 5.2.2. Monitoring
- 5.2.3. Income Eligibility table annual update

5.3. Quality Coordinator (QC)

- 5.3.1. Review the policy with relevant staff as per schedule or when required

6. Procedure

- 6.1.1. The social housing income eligibility limits are a range of income thresholds that specify the maximum income (before tax) that a household can earn and stay eligible for social housing. Social housing providers determine the income limit that applies to a household by using the income allowance for different combinations of the four key household member types in the table below. To be eligible for social housing, the gross household income must be equal to or below the limit.
- 6.1.2. Household types are based on the number of adults and children in a household. Social housing providers do not take into account relationships within a household when determining household type.
- 6.1.3. The current income limits for determining eligibility are listed below.
 - Social Housing Income Eligibility Assessment Rules for applicants are:
 - Family Tax Benefit A & B (including the Large Family Supplement) are included in the assessment of income.
 - The first \$5000 of each adult household member’s total amount of savings and financial assets is exempt from assessment for public housing eligibility.

Social Housing Income Eligibility Limits, using gross assessable income (July 2020- 30 June 2021)

Table 1: Household member types and current weekly income allowance

Household members (regardless of relationship)	Gross weekly income
Single adult	\$650
Each additional adult	Add \$245 to the income limit
First child	Add \$320
Each additional child	Add \$105

To determine which household income limit applies, take the following steps:

- **Step 1:** Add up the assessable income for each adult in the household.

- **Step 2:** Add up the number of adults in the household.
- **Step 3:** Add up the number of children in the household.
Clients or household members who are pregnant should add their unborn child to the number of people in the household to determine the correct income limit that applies to the household. The client must supply a medical certificate confirming the pregnancy.
- **Step 4:** For each adult and child, add up the income allowance from Table 1 above.
- **Step 5:** To determine which household income limit applies to the household, compare the amount at Step 4 with the household income at Step 1.

Example:

In the case of a couple with three children aged 19, 14 and 12, the household consists of three adults and two children. The household's gross assessable income is \$1000 per week. Allow \$650 for the first adult and add \$245 for each additional adult. Then add \$320 for the first child and \$105 for the second child.

Income limit calculation: $\$650 + \$245 + \$245 + \$320 + \$105 = \1565 .

The household's income of \$1000 per week is below the income limit for the household type. This means that the household would be income eligible for social housing.

7. External References

- 7.1. Centrelink Payments & Services- Department of Human Services
(<http://www.humanservices.gov.au/customer/services/centrelink/>)
- 7.2. Community Housing Rent Policy
- 7.3. Community Housing Eligibility Policy
- 7.4. Community Housing Access Policy

8. Internal Associated Documents

- 8.1. C 1.1 Tenant Selection and Allocation Policy and Procedure

Guide for Assessment of Applicant's Income and Assets



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