

## Calculating Your Rent

### How do we calculate your rent?

Bridge Housing calculates your rent based on your household income and determines your eligibility for a rental subsidy. The calculation includes 25% of your assessable household income and 100% of the Commonwealth Rent Assistance you and household members receive.

Below is an example of how we calculate your rent:

Household assessable income, per week;	\$250.00
25% of the household assessable income, per week;	\$62.50
+ 100% Commonwealth Rent Assistance, per week	+ \$50.00
<b>Total rent charge, per week</b>	<b>= \$112.50</b>

The subsidy varies according to the type of program and the income level of your household.

### Why does my rent change?

#### 1. The Rent Review

Bridge Housing ensures tenants are paying the correct amount of rent by conducting a rent review assessment twice a year in March and September to coincide with Centrelink.

#### 2. When there is a change in your household

When your income changes you must notify Bridge Housing within 14 days and provide all of the required information we need to calculate your rent subsidy.

#### 3. Tenant sign up / transfer

Rent for all new tenants and those who are changing address due to a transfer will be calculated during your sign-up.

### How do I notify Bridge Housing of a change to my household income?

You will need to complete a Application for Rental Subsidy and return it to Bridge Housing – pictured below.

**bridge housing** NSW GOVERNMENT  
linking people to a better future

**PLEASE COMPLETE AND RETURN TO BRIDGE HOUSING AS SOON AS POSSIBLE**

**APPLICATION FOR RENTAL SUBSIDY**

The Application for Rental Subsidy confirms to Bridge Housing who lives in your household and any income they might have, to confirm you are eligible for subsidised rent.  
Please ensure you include **all** household members on the form and include **all** sources of income for anyone aged 18 years and above, so we can accurately calculate your household's rent.

FULL ADDRESS: \_\_\_\_\_ HOME LINE: \_\_\_\_\_  
MOBILE: \_\_\_\_\_  
EMAIL: \_\_\_\_\_

FULL NAME	DATE OF BIRTH	SPOUSE	RELATIONSHIP TO YOU	DATE THIS PERSON MOVED IN (For your house, program or rental tenancy)	SOURCE OF INCOME (EG SALARY, WAGE, ETC. For your house or rental)
			Spouse		

**Declaration**  
I understand that in order to have my rent subsidised I must provide correct income details for all household members, and change my details if any of the income information provided, Bridge Housing cannot confirm the rent subsidy to the level of my knowledge (the information) I am providing is a complete and accurate statement of the people living in my household and their income (they and income).

Signed: \_\_\_\_\_ Date: \_\_\_\_\_

Please complete and return to Bridge Housing as soon as possible, Bridge Housing, P O Box 1233, Strawberry Hills, NSW 2012 or alternatively you can email [rentsubsidy@bridgehousing.org.au](mailto:rentsubsidy@bridgehousing.org.au)

## The Application for Rental Subsidy Form Requests

- Your contact details
- Details of all household members currently living in the property and
- Income details for each household member aged 18 and above

You must provide income details to confirm each household member's income

## How to confirm your household income with Bridge Housing

### If you receive Centrelink Payments

- If you and all members of the household have provided a signed 'Bridge Housing - Centrelink Authorisation form' to access your Centrelink income details, you do not need to provide a Centrelink income statement.
- If you or any members of the household have **not** provided a signed 'Bridge Housing - Centrelink Authorisation form' to allow us to access your Centrelink income details, you must provide a current Centrelink income statement.
- If you or any members of the household receive Family Tax Benefit or Maintenance payments please include this income in your Centrelink Income Statement.

### If you earn a wages

- If you or any members of the household worked fixed hours per week, please provide pay slips for the last 4 weeks showing your gross wage.
- If you or any members of the household worked casual hours (they change week to week) or worked overtime, please provide pay slips for the last 12 weeks showing gross wages.
- If pay slips are not available, please request an Income from Employment form from Bridge Housing for your employer to complete.

### If you are self employed

- Please provide your completed and lodged Australian Tax Office return for the last financial year AND bank statements showing all transactions for the last three months for all business and personal accounts for you and any members of your household.
- Alternatively, you may provide a profit and loss statement from a registered accountant for the last financial year, AND bank statements showing all transactions for the last three months for all business and personal accounts for you and any members of your household.

### If you have savings and investments

- If you or any members of the household have \$5000 or more in your bank accounts, please provide statements showing the last 3 months transactions for all accounts held. This includes all types of accounts e.g. savings, investments, daily accounts.
- If you or any members of the household own and/or lease a property it is vital that you let us know as soon as possible. Please contact the Income Coordinator at Bridge Housing to discuss further.

If you have an questions, please contact us at Bridge Housing for further information.

T: 8324 0800

F: 9699 7055

E: [rentreview@bridgehousing.org.au](mailto:rentreview@bridgehousing.org.au)

W: [www.bridgehousing.org.au](http://www.bridgehousing.org.au)

