



## Affordable Rental Office Checklist – Supporting Documentation

Before you attend Affordable Rental Office for your assessment, please ensure you have **ALL** the necessary supporting documents.

### DO YOU HAVE THE FOLLOWING?

Place a ✓ in the box if the document is attached to your application.

- Proof of identity** - these must total 100 points for each applicant and adult household member. A birth certificate or immunisation record is sufficient proof of identity of a dependent child.
- Proof of income** - from all sources e.g. Centrelink, Austudy, wages, overseas pensions, interest earnings, profit & loss statements etc. for applicants and household members over 16 years of age.
- Proof of residency in the ACT** - current residential lease, transaction statement from a bank, statement from Centrelink.
- Proof of working in the ACT** - current contract shows you work in the ACT.
- Details of deposited savings** - details of all accounts i.e. statements or bank books. **Receipts from automatic tellers and internet bank receipts are NOT acceptable. These DO NOT provide the level of information required by Gateway Services.**
- Details of investments** - documents that show value of all investments e.g. share certificates, bond certificates, trust accounts or fixed term deposits.
- Documents relating to a pending property settlement** – i.e. documents that show settlement details or any outstanding mortgages, property market value, the property is on the market for sale, and your expected equity from the sale.
- Notice of repossession of your residential property.**
- Any other relevant statements or notices** – to support your application for Affordable Rental Housing.



**ACT**  
Government

Community Services

**form**

For more assistance

**Affordable Rental Office**  
**Community Services**  
**Locked Bag 3000**  
**Belconnen ACT 2616**

For further information regarding the Affordable Rental Scheme please refer to the policy located at [www.dhcs.act.gov.au](http://www.dhcs.act.gov.au) or contact the Affordable Rental Office on 6207 1150.

### **Accessibility**

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