



APPLICATION CHECKLIST FOR CLIENTS

WHAT YOU NEED WITH YOUR APPLICATION

1. VERIFICATION OF BANK SAVINGS

For recipients of Centrelink benefits, information obtained via an up-to-date Centrelink Income Statement or the Income Confirmation Scheme is acceptable. The dollar value of the cash assets is shown next to the description "Cash/Investment/Savings".

For recipients of a wage/salary or self-employed: proof may be in the form of an up-to-date statement from a bank or other financial institution and/or evidence from a registered accountant.

2. PROOF OF INCOME

Pension or Benefit

Income statement from Centrelink or Department of Veteran Affairs no more than four weeks old.

Wage and Salary Earner

Employer Income Verification Statement completed by employer or consecutive wage slips for the last three months. Regular overtime must be declared.

Self-Employed

Notice of Assessment from the Australian Taxation Office for the previous financial year or proof of income for the last three months.

3. PROOF OF IDENTITY

Applicants are responsible for establishing their identity and that of their partners, co-applicants and dependents.

You must supply one document from **Category A** plus one from **Category B** or **C** or at least three (3) documents from **Category B** or **C**. The supplied documents must, in combination, confirm name and address.

If you are an Aboriginal or Torres Straits Islander person and cannot supply these documents, a statement from a recognised Aboriginal organisation confirming your identity is acceptable.

Over the page is a list of the most commonly provided documents for proof of identity. For the full list of accepted documents, please refer to the Rental Policy Manual, Eligibility Relating to the Proof of Identity (POI) of an Applicant.

Proof of Identity Documents

The address shown on any document must be identical to the contact address shown on the Application.

Category A

- Australian passport (current)
- Overseas passport (current) stamped for entry to Australia
- Certificate of Australian Citizenship
- Original Australian Birth Certificate for applicant or applicant's children
- Original Australian birth extract for applicant or applicant's children
- Document of identity issued by Department of Foreign Affairs
- Australian Armed Services discharge documents.

Category B

- Original Marriage Certificate issued by a government department
- Divorce Order
- Change of Name Certificate more than 12 months old
- Tradesperson's Certificate of Proficiency
- Nurse's Registration Board documents
- Life Insurance Policy
- Notice of Assessment from the Australian Taxation Office.

Category C

- Letter from a government department
- Account from a public utility provider; electricity, gas, water, internet and phone
- Credit Union and Building Society accounts showing transactions for at least 12 months
- Prisoner Discharge Certificate
- Motor Vehicle Licence (registration papers)
- Motor Vehicle Driver's Licence
- Department of Transport photo card.

