

Household Income Evidence Requirements

(Social housing)

The documentation described below is required is used to verify the income of social housing tenants, for the purpose of rental subsidy assessments.

For affordable housing tenants, see [Household Income Documentation Requirements \(Affordable Housing\)](#).

Income Type	Evidence Required
<p>Gross employment income</p> <p>Including penalty rates, bonuses and fringe benefits (before taxable income). Include income from all employers. Include income gained from employment schemes for people with disabilities. Include salary sacrifice arrangements, in-kind income and related employer contributions</p>	<ul style="list-style-type: none"> • If the gross income is less than \$100 gross per week (averaged over a minimum 12 week period) and is reported to Centrelink, information can be verified by Centrelink statement; or • Declaration of Wages certificate, completed by employer/s; or • 12 weeks of consecutive payslips, with the most recent payslip not being more than 14 days old.
<p>Australian government payments</p> <p>All pensions, benefits, allowances and supplementary payments.</p>	<ul style="list-style-type: none"> • Statement from Centrelink or other government provider
<p>Bank interest received</p>	<ul style="list-style-type: none"> • Bank statement
<p>Dividends and shares</p> <p>Include net amount received from public companies or trusts or family trusts or shares held, including both taxable and non-taxable dividend components</p>	<ul style="list-style-type: none"> • If the gross income is less than \$100 gross per week (averaged over a minimum 12 week period) and is reported to Centrelink, information can be verified by Centrelink statement; or • Dividend statement; or • Letter from tax agent/accountant/stockbroker
<p>Child support income</p>	<ul style="list-style-type: none"> • If the income from maintenance is less than \$100 gross per week (averaged over a minimum 12 week period) and is reported to Centrelink, information can be verified by Centrelink statement; or • A copy of the Family Court Order, maintenance agreement, solicitor's letter or Child Support Agency letter indicating the amount of maintenance received each week and the date from which maintenance was paid; or • A letter from the Child Support Agency stating the rate of maintenance payments and date of commencement.
<p>Income derived from a grant or scholarship</p>	<ul style="list-style-type: none"> • If the gross income is less than \$100 gross per week (averaged over a minimum 12 week period) and is reported to Centrelink, information can be verified by Centrelink statement; or • A letter from the provider including the amount paid and the date on which payments commenced; and the living-component part of the grant.
<p>Savings and investments</p>	<ul style="list-style-type: none"> • Bank statement, covering a minimum 8-week period or a reasonable period specified by NCCH; or • Centrelink statement (if declared by Centrelink customer)
<p>Superannuation distribution payments</p>	<ul style="list-style-type: none"> • If gross income is less than \$100 gross per week (averaged over a minimum 12 week period) and is reported to Centrelink, information can be verified by Centrelink statement; or • Bank statement, covering a minimum 12 week period; or • Statement from provider;

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Gifts Regular receipt of gifts or receipt of winnings	<ul style="list-style-type: none"> Statutory Declaration from gift provider; or Bank statement showing regular payments Note: If the gift is for a specific medical cost, it is accepted as not being available for general living expenses and is therefore considered non assessable. Evidence of this expense is required.
All foreign income received, including foreign pensions	<ul style="list-style-type: none"> Where declared to Centrelink, statement from Centrelink; or Bank statement; or Payment notice from provider
WorkCover payments	<ul style="list-style-type: none"> Letter from company making payments, including the payment rate, frequency and commencement date. The statement should also specify the composition of the payments (e.g. loss of wages, pain and suffering, etc.)
Business Income All income from self-employed people	<ul style="list-style-type: none"> If the gross earnings is less than \$100 gross per week (averaged over a minimum 12 week period) and is reported to Centrelink, information can be verified by Centrelink statement; or The latest 13-week Profit & Loss statement, signed by an accountant/tax agent; or Statutory Declaration, declaring the information provided in the profit & loss statement is true and correct (this forms part of the Profit & Loss Statement)
Lumpsum payments Includes winnings or inheritances	<ul style="list-style-type: none"> The most recent bank book or statement covering a minimum eight-week period showing balance of account.
Income streaming products This includes products such as Annuities; Allocated Annuity Pensions, etc.	<ul style="list-style-type: none"> A letter from the provider including the amount paid and the frequency of payments made Where the NCCH is unable to confirm this information or the information does not appear to be complete, all household members in receipt of a regular income from annuities and other income stream products must provide a statement from the income provider. This statement should detail the investment amount and the amount and frequency of the payments made to the household member.
Equity in real estate	<ul style="list-style-type: none"> Independent documentation that shows the date of acquisition/property settlement and equity held by household member.
Real estate income Income from tenants, boarders or lodgers	<ul style="list-style-type: none"> Letter from agent confirming lease details and rent/board/lodging being paid; or Receipts from tenants/boarders over 12 week period, with most recent receipt not being more than 14 days old