

# Proof of Income

Income limits are a part of the CEO (Housing)'s eligibility criteria for housing services. The CEO (Housing) requires you to provide proof of income when lodging an application. This includes an application for social housing, private rental bond assistance and a rental rebate.

You must declare all household income for assessment, which includes all household occupants (non-tenants) aged 18 years and over.

## What is household income?

The CEO (Housing) considers household income as all independent sources of income for the tenant(s), and all household occupants (non-tenants) aged 18 years and over.

## What income does the CEO (Housing) assess?

When assessing eligibility, the CEO (Housing) will require you to provide all sources of household income received by persons over 18 years old. In addition to Centrelink payments, the CEO (Housing) will assess independent sources of income which includes wages or income equal to, or exceeding the minimum amount a person would get from Centrelink, depending on their age and family circumstances.

There are many ways you can provide proof of income to the CEO (Housing). Examples of these are listed on the last page of this fact sheet.

Some types of incomes are not used to calculate your eligibility. This can include one-off payments or a payment for a specific reason. Information regarding the types of included and excluded income can be found in Appendix B of the Income and Assets policy.

## When is proof of income required?

Proof of income must be provided when you lodge an application with the CEO (Housing). Applications include:

### Social housing application

You must provide proof of household income when applying for social housing. The CEO (Housing) uses this to assess your eligibility for social housing.

### Rental rebate and continued eligibility application

The CEO (Housing) and Community Housing Provider uses your proof of household income when calculating a rental rebate. Providing up-to-date income information ensures you are being charged the correct rent for your household. You may have to pay full rent if you do not provide up-to-date proof of your household income.

## Private rental bond assistance application

If you apply for bond assistance you will have to provide proof of income. It is important that the proof of income is accurate, as it may affect the loan amount you are eligible for.

## What information is required on my proof of income?

The documents you give the CEO (Housing) should:

- Have your full name;
- Be no more than two weeks old;
- Be on official letterhead or remittance advice. The paying authority can send these direct to the CEO (Housing) via post, or email;
- Contain full details of the income you receive.

## Where can I find more information?

To find out more, visit the website [nt.gov.au](http://nt.gov.au) or contact your local Housing office:

Greater Darwin	(08) 8999 8814
Arnhem	(08) 8987 0533
Central Australia	(08) 8951 5344
Big Rivers	(08) 8973 8513
Barkly	(08) 8962 4497
Top End	(08) 8995 5122

Type of income	Proof of income
<b>Centrelink benefits</b>	<ul style="list-style-type: none"> <li>Income Confirmation Service (ICS) – Centrelink can provide your benefit details electronically to the CEO (Housing). This is a free service, and your written consent is required. To participate, contact your local Housing office for an ICS Consent Form.</li> <li>Printed statements – printed income statements from Centrelink are also proof of your income.</li> </ul>
<b>Salary/wage earners</b>	<ul style="list-style-type: none"> <li>You may provide pay slips (must evidence the previous 13-week period).</li> <li>Ask your employer to complete a Statement of Income (available from your local Housing office).</li> <li>Provide a letter from your employer on their company letterhead (with ABN) providing the name and address of the employee and employer; your type of employment; your commencement date and your gross weekly income.</li> <li>You may be asked to provide a bank statement as a supporting document. Automatically filtered bank statements that show income and total balance only, or full bank statements with the expenditure lines blacked out are acceptable.</li> </ul>
<b>Self-employed (sole trader or partnership)</b>	<ul style="list-style-type: none"> <li>If you are a sole trader or in a partnership, you are required to provide your previous financial year notice of assessment for income tax from the Australian Taxation Office (ATO).</li> <li>If your business has been operating for less than 12 months you can provide a profit and loss statement estimate for the past three months. You will need to provide your notice of assessment for income tax from the ATO at the end of the current financial year.</li> </ul>
<b>Overseas pension</b>	<ul style="list-style-type: none"> <li>If you receive an overseas pension, you must provide written evidence of your pension source and the amount in Australian dollars.</li> </ul>
<b>Maintenance payments</b>	<ul style="list-style-type: none"> <li>Maintenance payments are money paid from one parent to the other parent who has custody of the child.</li> <li>If you are paying the other parent, this income is not included. You must provide proof of payment, such as confirmation from the Child Support Agency, pay slips or a Statutory Declaration from both parties.</li> </ul>
<b>Self-funded retirees and investment generated income</b>	<ul style="list-style-type: none"> <li>If you have financial investments that provide you with an income, you are required to provide documentation showing the amount of interest or income generated and the frequency of the payments.</li> </ul>
<b>Veterans' Affairs</b>	<ul style="list-style-type: none"> <li>If you receive income from the Department of Veterans' Affairs (DVA) you will need to supply a printed income statement from DVA.</li> <li>DVA can provide your benefit details electronically to the CEO (Housing). This is a free service, and your written consent is required. To participate, contact your local Housing office for a Request for DVA statement of income consent form.</li> </ul>
<b>Other income type</b>	<ul style="list-style-type: none"> <li>If you or any other household members aged 18 years and over are receiving an income which is not listed on this page, please contact your local Housing office for more information.</li> </ul>