



safe, secure and affordable housing

## Proof of Income

The Department of Local Government and Housing applies eligibility criteria in order to provide safe, secure and affordable housing to Territorians most in need. One of the main eligibility criteria is household income and proof

of income must be provided to the department with your application.

Refer to the Eligibility Criteria fact sheet for current limits.

Type of income	Proof of income
Centrelink benefits	<p><b>Income Confirmation Service (ICS)</b> – Centrelink can provide your benefit details electronically to Housing Services. This is a free service and your written consent is required. To participate, contact Housing Services for an ICS Consent Form.</p> <p><b>Paper based statement</b> – Paper based income statements from Centrelink may also provide proof of your income.</p>
Salary/wage earners or Community Development Employment Program (CDEP)	<p>There are three ways to provide evidence of wages or salary earned. You may provide pay slips, ask your employer to complete an Income Statement form (available from Housing Services) or your employer may provide you with a letter on company letterhead (with ABN) providing the name and address of employee and employer; your type of employment; your commencement date and your gross weekly income.</p> <p>Salary recipients will be required to provide gross weekly income earned over the previous 13 weeks including all allowances and overtime.</p> <p>If you earn casual wages or your income varies seasonally, you will be required to supply details of gross weekly income earned over the previous 13 weeks including all allowances and overtime.</p>
Self employed (sole trader or partnership)	<p>If you have a business, whether on your own or in a partnership, you are required to provide your latest tax assessment from the Australian Taxation Office (ATO).</p> <p>If your business has been operating for less than 12 months a profit and loss statement estimate may be accepted for the past three months. You will need to provide your tax assessment from the ATO at the end of the current financial year.</p>
Overseas Pension	<p>If you receive an overseas pension, you must provide written evidence of your pension source and the amount in Australian currency.</p>
Maintenance payments	<p>If claiming maintenance payments as exempt income then you must provide documentary proof of payment, e.g. confirmation from Child Support Agency, payslips or a Statutory Declaration from both parties.</p>
Self funded retirees and investment generated income	<p>If you have an investment product/s that provide you with an income, you are required to provide documentation showing the amount of the investment, the amount of interest income generated and the frequency of the income payments.</p>
Veterans' Affairs	<p>The Department of Veterans' Affairs can supply a statement detailing your payments on request.</p>

## What is household income?

Household income is the gross income from all sources of all leaseholders and household members aged 18 years and over. Gross income is the amount before tax is deducted.

## When do I have to provide proof of income?

### Housing application

Proof of household income must be provided when you lodge an application for public housing. The department will ensure your household qualifies for public housing based on income eligibility criteria.

### Lease renewal

So that the department can determine continued eligibility for public housing, you must provide proof of household income prior to being offered a lease extension or renewal.

### Rebate application

Proof of household income is required when you lodge a rental rebate so that the department can calculate the correct amount of rent for your household. If you do not provide proof of your household income, you will be required to pay full market rent.

### Bond loan application

Eligibility for a bond loan is based on gross weekly household income. It is important that the proof of income is accurate as it may alter the amount of the loan you are eligible for.

## Important points

To ensure that housing assistance is provided to Northern Territory residents, applicants are required to have an income source originating in the Northern Territory, for example:

- Centrelink recipients must be registered at a Centrelink office in the Northern Territory.
- Employed applicants must be working in the Northern Territory or for a company based for personnel and payroll purposes in the Northern Territory.

- Self-employed applicants must have a business registered in the Northern Territory.
- Overseas pension recipients need to provide proof of Northern Territory residency.

## Exempt sources of income

Some sources or types of income are not included in calculations of eligibility, such as when the income:

- is a once-off payment, or
- is a payment for a specified purpose.

A full list of included/excluded income can be obtained by contacting your local Housing Services office or visiting [www.nt.gov.au/housing](http://www.nt.gov.au/housing).

All income must be declared for assessment.

Για βοήθεια στη γλώσσα σας τηλεφωνήστε στις Υπηρεσίες Στέγασης (Housing Services) στο 1300 301 167.

"Đề để trợ giúp sự giúp đỡ về ngôn ngữ, xin gọi Dịch vụ Gia Cư (Housing Services) qua số 1300 301 167"

للمساعدة اللغوية يرجى الاتصال بخدمات الإسكان على الرقم 1300 301 167

Untuk bantuan bahasa hubungi Dinas Perumahan (Housing Services) di nomor telp 1300 301 167

សម្រាប់ជំនួយភាសា សូមទូរស័ព្ទទៅសេវាលំនៅឋានតាមរយៈលេខ៖ 1300 301 167

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若需语言协助 请拨1300 301 167 与房屋服务联络

Para a assistência da língua ligue para os Serviços de Habitação no 1300 301 167.

Wegen Hilfe in deutscher Sprache wenden Sie sich bitte an den Wohnungsdienst, Telefonnummer 1300 301 167.

For language assistance please call Housing Services on 1300 301 167.

## Housing Services contacts

**Casuarina** - Ethos House, 270 Trower Rd

p: 08 8922 5526

**Darwin** - Construction House, Cnr Mitchell and Briggs Sts

p: 08 8999 8814

**Palmerston** - Highway House, Cnr Broadland St and Palmerston Cct

p: 08 8999 4767

**Alice Springs** - Cnr Leichhardt and Gregory Tce,

p: 08 8951 5344

**Tennant Creek** - Government Building, Peko Rd

p: 08 8962 4497

**Katherine** - NT Government Centre, First St

p: 08 8973 8536

**Nhulunbuy** - Shop 2 Arnhem House, Endeavour Square,

p: 08 8987 0533

**Client Relations Officer**

p: 1300 301 167

or 08 8999 8853