

HOUSEHOLD INFORMATION FORM 2025

ESSENTIAL INFORMATION FOR YOUR ANNUAL RENT REVIEW



Understanding the Household Information Form

Common Equity Housing Limited (CEHL) conducts a rent review every year. We are required to do this for every property to set the household rent for the financial year ahead.

Every household must provide an update on their household and income via the Household Information Form (HIF). The household rent is assessed from this information. There are two easy steps for most members to complete the process.

1. Complete the Household Information Form by **Friday, 14 March 2025**; and
2. Receive your Rent Assessment Notice (RAN) from CEHL which will become effective on 1 July 2025

Filling out the form

Each household member, 18 or over, is required to complete their own individual section of the Household Information Form and sign the declaration.

For people under 18, the Primary Renter will complete the form (page 2) on their behalf. Under 18's do not need to fill in financial information.

There are two ways to complete this form:

1. Complete a hard copy of the form; OR
2. Use the online/editable version available at cehl.com.au/annual-rent-review

How to submit



Email: Download and sign your completed form by emailing as an attachment to finserv@cehl.com.au

For Co-op Members please quote your co-op name in the subject line.

OR



Mail (using the prepaid envelope provided):

CEHL

Attention Annual Rent Review

For Co-op Members, please quote your co-op name

PO BOX 504

Carlton South VIC 3053

Who to contact for advice on the Annual Rent Review

CERC Co-op Members:

please contact your CERC Rent Officer or Treasurer

CMC Member, VicWide and Direct Renter:

please contact CEHL:

Phone: (03) 9208 0800

Freecall: 1800 353 669

Email: finserv@cehl.com.au

ABOUT THE PEOPLE WHO LIVE IN YOUR HOME OR ON YOUR PROPERTY

How many people in total live at the property? 1 2 3 4 5 6 Other:

My household income has changed since I last lodged a Household Information Form with CEHL

YES NO

If your household income has changed, has it been reported to CEHL? YES NO

Has anyone moved in/out since your last rent assessment? YES NO

If yes, please provide their name and the date they moved in/ out:

Name: _____ Date: _____ MOVED IN MOVED OUT

Name: _____ Date: _____ MOVED IN MOVED OUT

Is any member of your household from a non-English speaking background?

YES NO If yes, what languages do they speak?

Do you (primary renter) require an interpreter when communicating with CEHL?

YES NO

WHO LIVES IN YOUR HOME.

Please fill in this section for everyone who lives in your home including those under 18.

If you have more than 5 household members, please request a second form from: info@cehl.com.au

Given name	Last name	Gender	Aboriginal and/or Torres Strait Islander?	Date of birth	Relationship to primary renter	Income evidence attached
Person 1 (Primary Renter):		<input type="checkbox"/> Male <input type="checkbox"/> Female <input type="checkbox"/> Other <input type="checkbox"/> Prefer not to provide	<input type="checkbox"/> Aboriginal <input type="checkbox"/> Torres Strait Islander			<input type="checkbox"/> YES <input type="checkbox"/> NO <input type="checkbox"/> N/A
Person 2:		<input type="checkbox"/> Male <input type="checkbox"/> Female <input type="checkbox"/> Other <input type="checkbox"/> Prefer not to provide	<input type="checkbox"/> Aboriginal <input type="checkbox"/> Torres Strait Islander			<input type="checkbox"/> YES <input type="checkbox"/> NO <input type="checkbox"/> N/A
Person 3:		<input type="checkbox"/> Male <input type="checkbox"/> Female <input type="checkbox"/> Other <input type="checkbox"/> Prefer not to provide	<input type="checkbox"/> Aboriginal <input type="checkbox"/> Torres Strait Islander			<input type="checkbox"/> YES <input type="checkbox"/> NO <input type="checkbox"/> N/A
Person 4:		<input type="checkbox"/> Male <input type="checkbox"/> Female <input type="checkbox"/> Other <input type="checkbox"/> Prefer not to provide	<input type="checkbox"/> Aboriginal <input type="checkbox"/> Torres Strait Islander			<input type="checkbox"/> YES <input type="checkbox"/> NO <input type="checkbox"/> N/A
Person 5:		<input type="checkbox"/> Male <input type="checkbox"/> Female <input type="checkbox"/> Other <input type="checkbox"/> Prefer not to provide	<input type="checkbox"/> Aboriginal <input type="checkbox"/> Torres Strait Islander			<input type="checkbox"/> YES <input type="checkbox"/> NO <input type="checkbox"/> N/A

1. PRIVACY STATEMENT

CEHL is committed to protecting the privacy of your personal information. We need to collect and handle your personal information in order to be able to assess your rent. Wherever possible, CEHL uses your information in a de-identified form.

The information you provide in this form is handled in accordance with the relevant Commonwealth and State privacy legislation: the Privacy Act 1988 and the Privacy and Data Protection Act 2014 (Vic). Your personal information will not be disclosed to third parties unless you have provided your express consent (and such consent has not been withdrawn), except where permitted or required under the Privacy Act 1988 (Cth) and, where applicable, the Privacy and Data Protection Act 2014 (Vic).

CEHL may collect your personal and other information in several ways: for example, but not limited to, directly from you when you visit our website or contact us by telephone, or by applying for housing through one of CEHL's member co-operatives.

If you would like further advice on Privacy and Personal Data issues:

- View the CEHL privacy policy: bit.ly/CEHL-Privacy-and-Data-Protection-Policy
- Contact the Australian Information Commissioner on 1300 363 992.

2. PRIVACY COLLECTION NOTICE

Personal information contained in the Household Information Form is collected to:

- Calculate your assessed rent;
- Communicate with you about the status of your assessed rent;
- Provide relevant information to your co-operative. CEHL may also share information relevant to housing allocations with the Victorian Housing Register (VHR).

Some information collected is de-identified by CEHL. It is then used for reporting purposes as a Social Housing Provider under the National Affordable Housing Agreement.

By completing and submitting my Household Information Form, I hereby authorise CEHL to collect, use, securely store and share my personal information with relevant third parties as required by law, or pursuant to relevant contractual relationship (for example with my co-operative) so that my information can be used to calculate my assessed rent.

If you would like to access or update your information, contact housing@cehl.com.au

- I understand that CEHL cannot process my household's assessed rent unless all household members, aged 18 or older, provide consent to collect, share, and store their personal information. Failure to provide this information will result in a maximum rent charge.**

CENTRELINK INFORMATION CONSENT FORM

This form is to give Common Equity Housing Ltd (CEHL) permission to deal directly with Centrelink about your rent. This allows CEHL to download your Centrelink statement so we can work out how much rent to charge you.

I, the undersigned, give permission for:

- CEHL to use Centrelink Confirmation eServices to perform a Centrelink enquiry of my customer details and concession card status in order to enable CEHL to determine if I qualify for a concession, rebate or service.
- the Australian Government Department of Human Services (the department) to provide the results of that enquiry to CEHL.

I understand that:

- the department will disclose personal information to CEHL including my name, payment type, payment status, one off payments, income, assets, deductions, shared care arrangements, partner status and Youth Allowance Independent Rate to set my assessed rent amount.
- this consent, which is ongoing, remains valid while I am a customer of CEHL unless I withdraw it by contacting CEHL.
- if I withdraw my consent or do not alternatively provide proof of my circumstances/details, I may not be eligible for assessed rent and will need to pay maximum rent.

Each household member, 18 years and older, will need to complete a section below:

PERSON ONE (PRIMARY RENTER):

Given name:	Last name:
Centrelink Customer Reference Number (CRN):	
Date of birth:	Signature:

PERSON TWO:

Given name:	Last name:
Centrelink Customer Reference Number (CRN):	
Date of birth:	Signature:

PERSON THREE:

Given name:	Last name:
Centrelink Customer Reference Number (CRN):	
Date of birth:	Signature:

PERSON FOUR:

Given name:	Last name:
Centrelink Customer Reference Number (CRN):	
Date of birth:	Signature:

PERSON FIVE:

Given name:	Last name:
Centrelink Customer Reference Number (CRN):	
Date of birth:	Signature:

For information on Centrelink's Confirmation eServices, visit <https://www.servicesaustralia.gov.au/centrelink-confirmation-eservices-cces>, or you can find a printed brochure at any Centrelink office.

CONSENT TO ELECTRONIC SERVICE OF NOTICES AND OTHER DOCUMENTS FROM CEHL

Purpose

This form allows you to consent to receive notices and documents related to your tenancy at your nominated email address to ensure that you receive documentation promptly and efficiently.

If there is more than one household member, please fill in a section for each household member (aged 18+) who consents to receive documentation by email.

The Electronic Transfer (Victoria) Act 2000 applies to notices and other documents you send or receive electronically. For legal purposes, the time when a notice is received is when it can be retrieved from the email address the recipient nominated.

Primary renter consent

Please complete this section if the primary renter consents to receiving documents by email. Consent can be withdrawn at any time, and hard copies of any documents can still be provided upon request.

I consent to receive notices and other documents related to my tenancy, by email, in accordance with the Electronic Transactions (Victoria) Act 2000, using the email address below:

PERSON ONE (PRIMARY RENTER):

Given name:	Last name:
My nominated email address is:	

Renter consent

Other household members (aged 18+) can consent to receive notices and other documents related to your tenancy, by email, in accordance with the Electronic Transactions (Victoria) Act 2000, using the email address below:

PERSON TWO:

Given name:	Last name:
My nominated email address is:	

PERSON THREE:

Given name:	Last name:
My nominated email address is:	

PERSON FOUR:

Given name:	Last name:
My nominated email address is:	

PERSON FIVE:

Given name:	Last name:
My nominated email address is:	

PERSONAL INFORMATION OF PERSON ONE (PRIMARY RENTER)

Please note if you live in a co-op your name and address will be supplied to your co-op board.

Given name:	Last name:
Tenant code:	Co-op name:
Address:	
Contact number (mobile):	Contact number (home):
Contact email:	
Commonwealth Government or other benefits: <input type="checkbox"/> Yes, I have attached my current Centrelink Income Statement that is less than 2 weeks old. <input type="checkbox"/> Yes, I have provided my Centrelink Information Form to CEHL (refer page 4 of this form). <input type="checkbox"/> No, I do not receive Centrelink or other benefits.	
Gross wages income <i>- If you get paid the same amount every week please provide 4 weeks of payslips. - If the amount you get paid varies week to week, please provide 13 weeks of payslips.</i> <input type="checkbox"/> Yes, I have attached current income evidence. <input type="checkbox"/> No, I do not receive wages.	
Do you have a financial interest in residential real estate and/or other financial investments greater than \$30,000? <input type="checkbox"/> YES <input type="checkbox"/> NO If YES please provide the details	
Other income <input type="checkbox"/> Yes, I have attached income evidence (<i>please see Household Rent Guide for types of evidence</i>) <input type="checkbox"/> No, I do not receive any other income	

DECLARATION OF PRIMARY RENTER:

I have read the following:

1. PRIVACY STATEMENT (refer page 3 of this form).
2. PRIVACY COLLECTION NOTICE (refer page 3 of this form).

- I consent CEHL can collect, use, store, and disclose my personal information for the purposes of this application and for CEHL to undertake its activities, and for reporting purposes. I understand that my consent once provided remains valid while I am a tenant with a CERC, a CMC or as a direct renter to CEHL, or unless I revoke it by contacting CEHL.
- By signing this form, I certify that the information I have provided is true and correct to the best of my knowledge. I understand that any false information may cause my rent to be incorrectly assessed.
- I have declared all income and provided the required income evidence.

Name:

Signature: Date:

PERSONAL INFORMATION OF PERSON TWO (if aged over 18 years)

Please note if you live in a co-op your name and date of birth will be supplied to your co-op board.

Given name:	Last name:
Tenant code:	Co-op name:
Address:	
Contact number (mobile):	Contact number (home):
Contact email:	
Commonwealth Government or other benefits: <input type="checkbox"/> Yes, I have attached my current Centrelink Income Statement that is less than 2 weeks old. <input type="checkbox"/> Yes, I have provided my Centrelink Information Form to CEHL (refer page 4 of this form). <input type="checkbox"/> No, I do not receive Centrelink or other benefits.	
Gross wages income - If you get paid the same amount every week please provide 4 weeks of payslips. - If the amount you get paid varies week to week, please provide 13 weeks of payslips. <input type="checkbox"/> Yes, I have attached current income evidence. <input type="checkbox"/> No, I do not receive wages.	
Do you have a financial interest in residential real estate and/or other financial investments greater than \$30,000? <input type="checkbox"/> YES <input type="checkbox"/> NO If YES please provide the details	
Other income <input type="checkbox"/> Yes, I have attached income evidence (please see Household Rent Guide for types of evidence) <input type="checkbox"/> No, I do not receive any other income	

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Name:

Signature:

Date:

PERSONAL INFORMATION OF PERSON THREE (if aged over 18 years)

Please note if you live in a co-op your name and date of birth will be supplied to your co-op board.

Given name:	Last name:
Tenant code:	Co-op name:
Address:	
Contact number (mobile):	Contact number (home):
Contact email:	
Commonwealth Government or other benefits: <input type="checkbox"/> Yes, I have attached my current Centrelink Income Statement that is less than 2 weeks old. <input type="checkbox"/> Yes, I have provided my Centrelink Information Form to CEHL (refer page 4 of this form). <input type="checkbox"/> No, I do not receive Centrelink or other benefits.	
Gross wages income - If you get paid the same amount every week please provide 4 weeks of payslips. - If the amount you get paid varies week to week, please provide 13 weeks of payslips. <input type="checkbox"/> Yes, I have attached current income evidence. <input type="checkbox"/> No, I do not receive wages.	
Do you have a financial interest in residential real estate and/or other financial investments greater than \$30,000? <input type="checkbox"/> YES <input type="checkbox"/> NO If YES please provide the details	
Other income <input type="checkbox"/> Yes, I have attached income evidence (please see Household Rent Guide for types of evidence) <input type="checkbox"/> No, I do not receive any other income	

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- I have declared all income and provided the required income evidence.

Name:

Signature: Date:

PERSONAL INFORMATION OF PERSON FOUR (if aged over 18 years)

Please note if you live in a co-op your name and date of birth will be supplied to your co-op board.

Given name:	Last name:
Tenant code:	Co-op name:
Address:	
Contact number (mobile):	Contact number (home):
Contact email:	
Commonwealth Government or other benefits: <input type="checkbox"/> Yes, I have attached my current Centrelink Income Statement that is less than 2 weeks old. <input type="checkbox"/> Yes, I have provided my Centrelink Information Form to CEHL (refer page 4 of this form). <input type="checkbox"/> No, I do not receive Centrelink or other benefits.	
Gross wages income - If you get paid the same amount every week please provide 4 weeks of payslips. - If the amount you get paid varies week to week, please provide 13 weeks of payslips. <input type="checkbox"/> Yes, I have attached current income evidence. <input type="checkbox"/> No, I do not receive wages.	
Do you have a financial interest in residential real estate and/or other financial investments greater than \$30,000? <input type="checkbox"/> YES <input type="checkbox"/> NO If YES please provide the details	
Other income <input type="checkbox"/> Yes, I have attached income evidence (please see Household Rent Guide for types of evidence) <input type="checkbox"/> No, I do not receive any other income	

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- I have declared all income and provided the required income evidence.

Name:

Signature: Date:

PERSONAL INFORMATION OF PERSON FIVE (if aged over 18 years)

Please note if you live in a co-op your name and date of birth will be supplied to your co-op board.

Given name:	Last name:
Tenant code:	Co-op name:
Address:	
Contact number (mobile):	Contact number (home):
Contact email:	
Commonwealth Government or other benefits: <input type="checkbox"/> Yes, I have attached my current Centrelink Income Statement that is less than 2 weeks old. <input type="checkbox"/> Yes, I have provided my Centrelink Information Form to CEHL (refer page 4 of this form). <input type="checkbox"/> No, I do not receive Centrelink or other benefits.	
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Do you have a financial interest in residential real estate and/or other financial investments greater than \$30,000? <input type="checkbox"/> YES <input type="checkbox"/> NO If YES please provide the details	
Other income <input type="checkbox"/> Yes, I have attached income evidence (please see Household Rent Guide for types of evidence) <input type="checkbox"/> No, I do not receive any other income	

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- By signing this form, I certify that the information I have provided is true and correct to the best of my knowledge. I understand that any false information may cause my rent to be incorrectly assessed.
- I have declared all income and provided the required income evidence.

Name:

Signature:

Date: