

CHANGE OF CIRCUMSTANCES

HOUSEHOLD INFORMATION FORM



Co-op Name

Your Given Name

Your Family Name

Your Address

Suburb/Town

Postcode

Your Contact Number

Your email

HOUSEHOLD INCOME DETAILS

This information is used to assess the rent your household is required to pay.

To be eligible for an assessed rent YOU MUST provide evidence of income for all household members aged 16 years or over.

1. What circumstances have changed?

Income

Household

Income

Please provide all evidence of your income change. This may include payslips, separation certificate or any other accepted evidence.

a. How has your household income changed?

Household

Please fill out the below table or go on to the Member Portal and update your household information. This should include any member that has moved out or in.

2. Please provide details of all your household members and attach evidence of gross income

Given Name	Family Name	Gender M/F/X/ Prefer not to say	Date of birth DD/MM/YY	Relationship to member	Income evidence attached Y/N

EVIDENCE OF INCOME

Common types of Income evidence include:

- Payslips (4 weeks for fixed income, 13 weeks for income that varies)
- Centrelink consent form or Centrelink income statements
- Annual tax return, notice of assessment
- Scholarship or grant letter
- Dividend statement
- Interest history (12 months of bank statements)
- Superannuation fund statement

Please contact CEHL if you need more information about the types of evidence you need to provide on 1800 353 669

ABOUT YOUR HOUSEHOLD

This information is used to provide reporting to our government regulators.

1. Does any member of your household have a disability? Yes No

If yes, please advise who and the disability _____

2. Is any member of your household of Aboriginal or Torres Strait Islander origin? Yes No

If yes, please advise who and the origin _____

3. Is any member of your household from a non-English speaking background? Yes No

If yes, who and what languages do they speak _____

4. Is an interpreter required when speaking with CEHL? Yes No

PRIVACY STATEMENT

The information provided in this form is handled in accordance with the relevant Commonwealth and State privacy legislation: the Privacy Act 1998 (Privacy Act), administered by the Australian Information Commissioner oaic.gov.au and the Privacy and Data Protection Act 2014 administered by the Victorian Information Commissioner ovic.vic.gov.au

Common Equity Housing Ltd (CEHL) is required to collect personal information on individuals to undertake its activities and meet its regulatory reporting obligations. CEHL will share information relevant to housing allocations with the Victorian Housing Register (VHR). For more detail on CEHL's Privacy Policy please visit www.cehl.com.au/PrivacyStatement

If you would like any further advice on Privacy and Personal Data issues, contact the Australian Information Commissioner on 1300 363 992.

DECLARATION

I have a financial interest in residential real estate. Yes No

I _____ do solemnly and sincerely declare that the information provided in this document is true and correct. I confirm I have provided all required income evidence; household member details and I will notify my landlord (co-op or CEHL) immediately of any change to household occupants or any change in household income over \$50 gross per week.

Signature

Date