

FACTSHEET

Rent reviews explained

Rent reviews are really important. They help Venture Housing work out if the rent you are paying for your property is correct, particularly if there has been a change to your financial or personal situation.

You need to tell us, within 14 days, when there is a change in your personal or financial situation as this may affect the rent you pay.

If you are a Social Housing tenant receiving a rental subsidy, Venture Housing will contact you **every six months** to do a review of the rent that you pay for your home. Rent reviews are undertaken to check if your financial or personal situation has changed. This may change the amount of rent you are charged.

What does a Rent Review involve?

Venture Housing will send you two forms asking for information. These forms are:

- ✓ A new **Application for Rental Subsidy Form**
- ✓ A **Declaration of Wages Form**

Information to help you complete these forms is also included. It is important to read these before completing the forms:

- ✓ Rental Review Letter
- ✓ Guide to Rental Subsidies Factsheet
- ✓ Household Income Evidence Requirements Factsheet
- ✓ Market Rent Letter (only sent once a year)

What information do I need to provide?

Venture Housing will need to know the following information:

- ✓ Have any occupants moved into or moved out of the property?

- ✓ Are there any changes in income of any household members?
- ✓ Has any household member commenced or left employment?
- ✓ If any household member is employed, is there a change to their employment conditions, e.g., additional or decrease in hours of paid work, or a move from casual or part-time work or full-time work?
- ✓ Has any household member turned 18 years of age?
- ✓ Are there any new sources of household income?
- ✓ Has any member of the household received a lump sum payment, inheritance or dividend that needs to be declared?
- ✓ Does any household member own their own home?

What documentation do I need to return?

The completed Application for Rental Subsidy form, and any documents that relate to any change in paid employment e.g., payslip or a completed Declaration of Wages Form.

What happens once I have provided the information?

We will review the information you have provided, and:

- ✓ if there are no changes to any household members income, or changes to household members or situation, your rent will remain the same.
- ✓ if there are changes to any household members income, or changes to household members, we will review your current circumstances to determine if there is to be any change in the rent you pay and notify you.