

Fact Sheet

November 2010

Private Rental: Documents You Need

Rental references

A real estate agent or landlord may want:

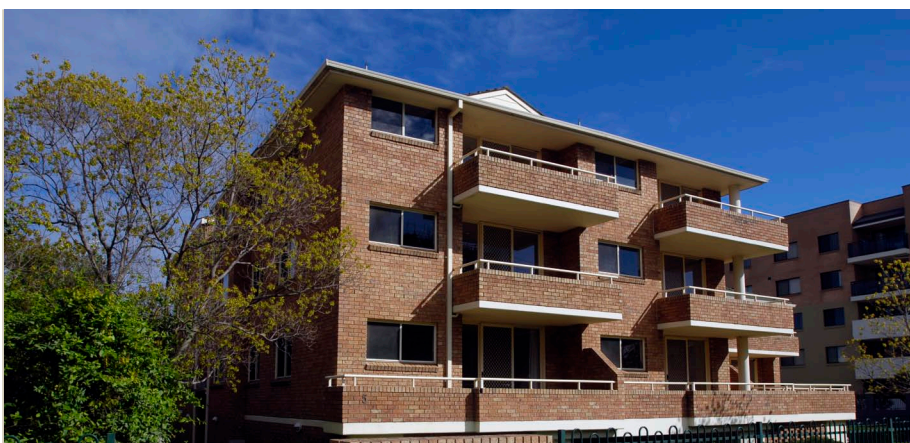
- written or verbal references from agents or landlords
- a history of your accommodation for the past few years
- rent receipts (if you have them)
- personal references from employers, or other people who know you well.

Evidence of Income

You can show evidence of your regular income with:

- current payslips from your employer/s
- an income statement from Centrelink www.centrelink.gov.au/internet/internet.nsf/online_services/request_document.htm

If you need help to register online with Centrelink or to access your statement, ask staff at Housing NSW.



Personal Identification (ID)

You will need to show the agent your identification.

Check what documents the agent will accept for identification as this varies.

Examples of personal identification include:

- photographic identification – e.g. driver's licence, passport or other forms of
- photo ID

- Medicare and/or health care card
- birth certificate or birth card (can be obtained from the Registry of Births, Deaths & Marriages, or the Clerk of the Local Court in country towns).

A list of documents you can use for identification is available from the Centrelink website www.centrelink.gov.au/internet/internet.nsf/forms/ss231.htm and download Proving Your Identity to Centrelink form.

It is illegal for an officer of Housing NSW or a community housing provider to ask for money or favours or other benefits of any kind in exchange for helping you with your housing needs.

It is also illegal for you or anyone else to offer money or favours or other benefits of any kind to anyone who works for Housing NSW or a community housing provider in exchange for helping you. If you have any information regarding this, please contact Business Assurance on 1300 HOUSING (1300 468 746).

Translation service

Arabic	خدمة الترجمة الخطية والشفهية المجانية اتصل على الرقم 131 450
Chinese	免費的翻譯傳譯服務 致電 131 450
Russian	Служба бесплатного письменного и устного перевода Позвоните по номеру 131 450
Spanish	Servicio Gratuito de Traducción e Interpretación Llame al 131 450
Vietnamese	Dịch vụ Phiên dịch và Thông dịch Miễn phí Điện thoại 131 450