



National Rental Affordability Scheme (NRAS) Portal Quick Reference Guide

Lodge a market rent valuation

This Quick Reference Guide (QRG) will take you through the steps to lodge a market rent valuation in the NRAS Portal.

Access Required:

- Participant Read Write User; or Participant Claims User.

Please note all MRVs must be accompanied by a signed MRV Checklist



Do not use the navigation buttons on your web browser while working in the portal. Using the back, forward or refresh buttons on your browser will cause you to lose the information you have entered.

Use the **Back** and **Continue** buttons to move through the different sections.

1. Log in to the [NRAS Portal](#).
2. At the Disclaimer, click **I Agree**.
3. There are two ways to navigate to the Search Dwellings screen from the main page: through the Dwellings tile (see step 4) or the dropdown menu (see step 5).
4. Click the **Dwellings** tile. A list of Dwellings will be returned, then select the **Search Dwelling** button.

You are logged in under: !

Hi Participant Claims Mgr. Welcome to the NRAS Portal

The dashboard features a grid of tiles. The 'Dwellings' tile, located in the top right, is highlighted with a red border. Other tiles include 'Tenant demographic assessments', 'Statements of compliance', 'Payments', 'CPI information', 'Forms', 'Legislation', 'Reports', 'My actions', and 'Organisation'.

Filter: **All dwellings Apply Filter

You are logged in under: !

Dwellings

This page provides a list of filtered Dwellings.

Search dwelling

OR

5. At the **Welcome** screen, select **Dwellings**>**Search dwelling**.

Dwellings

List of dwellings

Search dwelling

You are logged in under: !

Hi Participant Claims Mgr. Welcome to the NRAS Portal

The dashboard grid is shown with the 'Dwellings' tile highlighted in a red box. Other tiles include 'Tenant demographic assessments'.

6. Enter required search criteria, then select the **Run Search** button.



Click **Advanced** to display additional search fields.



Search for a dwelling using any of the available search fields. All fields on the **Search dwellings** page are not case sensitive for searching. If you wish to view all dwellings you have access to, leave the Dwelling search fields blank.

Search dwellings

Advanced Basic

Dwelling details

Dwelling ID:	Building/Floor:
Status: Active	Street:
Dwelling reference:	Suburb:
Dwelling year count:	State: Please Select
Property manager:	Postcode:

Clear search

Run search

- Results matching your entered search criteria will be returned.
- Select the **View dwelling** button.

Results (1)

Dwelling ID	Address	Dwelling reference	Status	
			Active	View dwelling

Select Format, Press Export, and Save Download

Format: Comma Separated Values (CSV) Export

- On the **View dwelling** page, select the **Market rent** link from the menu bar.

Dwelling details

History

Market rent

Statement of compliance

Payments

Tenant demographic assessments

Occupancy

Conditions

Attachments

Property managers

Investors information



As per the NRAS Regulations, you will only be able to add Market rent valuations for dwellings 91 days before the due date of the Market Rent Valuation. The 'Add market rent' button will only be available once this period is met. The button will be greyed out all other times.



An 'Action' record will be created alerting you to any Market rent valuations which are due. Please see the QRG #15 How to view and complete Actions.

10. The Market rent page displays. Click the **Add market rent** button. The **Create market rent** page will be displayed.

11. Read the conditions listed on the page and then enter the Market rent value.

12. Select the **Add attachment** button and select the file you wish to upload.

Create market rent * required

I certify that the market rent valuation that has been entered into the FaHCSIA Online Funding Management System (FOFMS) is true and correct and can be used to determine the market rent value for the dwelling under the National Rental Affordability Scheme.

I also confirm that the market rent valuation

- was prepared by a registered valuer;
- was prepared by a valuer who is registered in the State or Territory in which the dwelling is located;
- was prepared by a valuer who is registered with a professional organisation that has a code of conduct and adopts the professional practice standards of the Australian Property Institute;
- was prepared by a valuer who has no commercial relationship with, or interest in, the owner or manager of the dwelling, or is a recipient of a Commonwealth, State or Territory government benefit in relation to the dwelling.

I understand that it is an offence to provide false or misleading information to a Commonwealth entity, to a person who is exercising powers of performing functions under, or in connection with, a law of the Commonwealth, or given in compliance or purported compliance with a law of the Commonwealth.

Market rent:* <input type="text"/>	Valuation method: Independent Valuation
Effective from date: dd/mm/yyyy 04/09/2018	CPI Indexed rent:
NRAS year: N2018-2019	


Attachments

 [Attach valuation](#)


There are currently no valuation to display. To add a valuation, click "Attach valuation".

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13. On the **Manage attachment details** screen, edit the file name (if required) and select an Attachment type.

 The Name and Attachment type fields are mandatory. The Attachment type field will default to the Market Rent Value Year you are adding. (E.g. Year 1, Year 5 or Year 8 Market Rent Valuation).

As per the NRAS Regulations, an **MRV checklist must** also be completed by the approved participant or their authorised agent and uploaded to the Attachments Tab along with the Market Rent Valuation.

 You can also enter any comments on the Manage attachment details screen.

14. Select the **Save and return** button.

Manage attachment details



* required


Name:*
You can change the name of the uploaded file or leave as selected

Attachment type:*
Year 5 Market Rent Valuation

Comments: *Maximum of 250 characters*

[Discard changes and return](#) [Save and return](#)

15. The **Create market rent** page will be returned, select the **Save and return** button on the Create market rent page.

 **Create market rent** * required

I certify that the market rent valuation that has been entered into the FaHCSIA Online Funding Management System (FOFMS) is true and correct and can be used to determine the market rent value for the dwelling under the National Rental Affordability Scheme.

I also confirm that the market rent valuation

- was prepared by a registered valuer;
- was prepared by a valuer who is registered in the State or Territory in which the dwelling is located;
- was prepared by a valuer who is registered with a professional organisation that has a code of conduct and adopts the professional practice standards of the Australian Property Institute;
- was prepared by a valuer who has no commercial relationship with, or interest in, the owner or manager of the dwelling, or is a recipient of a Commonwealth, State or Territory government benefit in relation to the dwelling.

I understand that it is an offence to provide false or misleading information to a Commonwealth entity, to a person who is exercising powers of performing functions under, or in connection with, a law of the Commonwealth, or given in compliance or purported compliance with a law of the Commonwealth.

Market rent:* 450

Valuation method: Independent Valuation

Effective from date: dd/mm/yyyy 04/09/2018

CPI indexed rent:

NRAS year: N2018-2019

Attachments

[Attach valuation](#)

Name	Attachment type	Attached date	Comment	Actions
Market Rent Year 5 for Dwelling 4-412345	Year 5 Market Rent Valuation	15/06/2018 02:41:49 PM	Enter any comments here	Actions

[Discard changes and return](#) [Save and return](#)

16. The Market rent record will be added for the Dwelling.



The Compliance Team will receive a notification of the lodgement of the Market Rent Valuation.

Logging out of the NRAS Portal

1. To log out of the NRAS Portal click **Logout**.



For technical support enquiries, please contact nrasithelpdesk@dss.gov.au or 1300 911 235.