



For further assistance, please contact nrasithelpdesk@dss.gov.au


National Rental Affordability Scheme (NRAS) Portal Quick Reference Guide

Submitting a TDA (All pathways)

This Quick Reference Guide (QRG) will take you through the steps to submit a Tenant Demographic Assessment (TDA) for an NRAS Dwelling.

Access Required:

- Participant Read Write User or Participant Claims User.

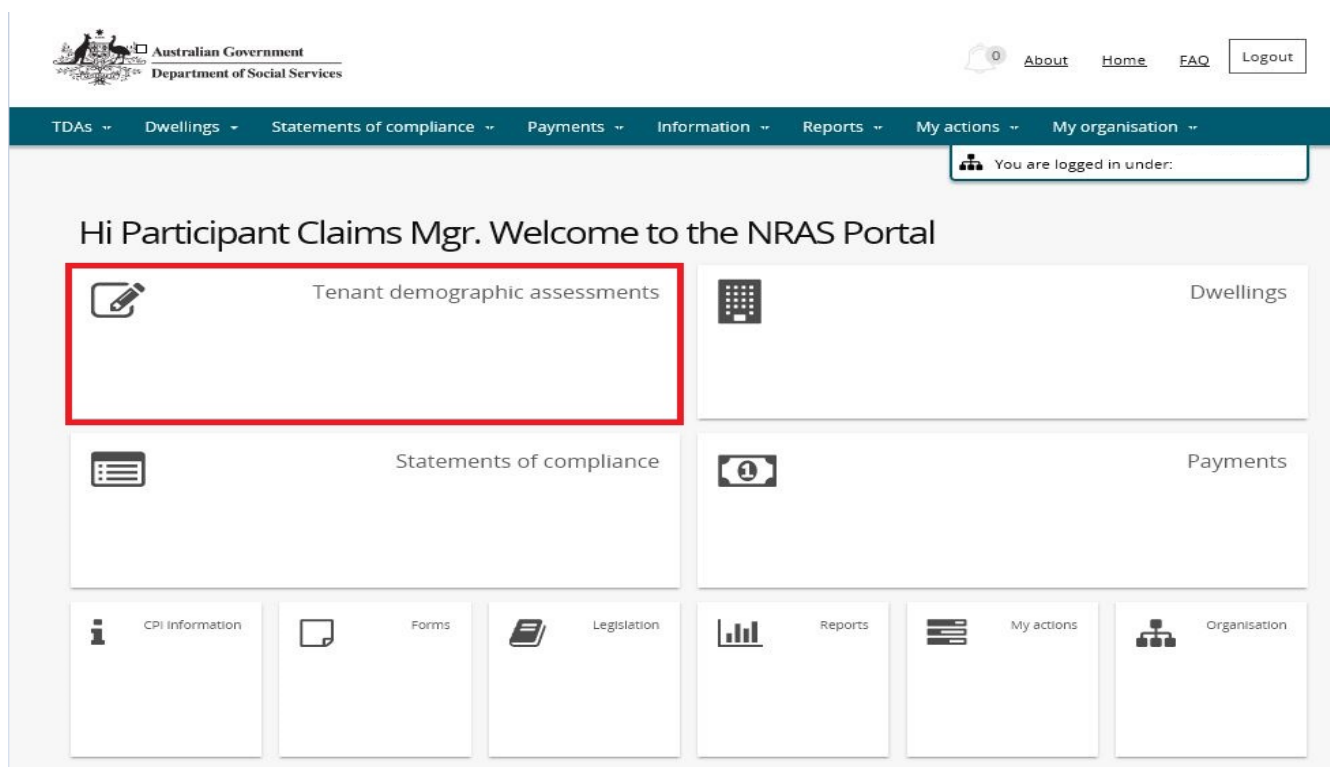
 Do not use the navigation buttons on your web browser while working in the portal. Using the back, forward or refresh buttons on your browser will cause you to lose the information you have entered.

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



Any field with a star/asterisk is a mandatory field and must be completed to move through the TDA.

1. Log in to the [NRAS Portal](#).
2. At the Disclaimer, click **I Agree**.
3. There are two ways to navigate to the *Submit a TDA* screen from the main page: through the Tenant demographic assessments tile (see steps 4 to 5) or through the drop down menu (see step 6).
4. Click the **Tenant demographic assessments tile**. A list of all TDAs will be displayed.



The screenshot shows the NRAS Portal interface. At the top left is the Australian Government logo and 'Department of Social Services'. On the top right are links for 'About', 'Home', 'FAQ', and 'Logout'. Below this is a dark navigation bar with dropdown menus for 'TDAs', 'Dwellings', 'Statements of compliance', 'Payments', 'Information', 'Reports', 'My actions', and 'My organisation'. A white box on the right indicates 'You are logged in under:'. The main content area displays a welcome message: 'Hi Participant Claims Mgr. Welcome to the NRAS Portal'. Below this are several tiles: 'Tenant demographic assessments' (highlighted with a red border), 'Dwellings', 'Statements of compliance', and 'Payments'. At the bottom, there is a row of smaller tiles: 'CPI Information', 'Forms', 'Legislation', 'Reports', 'My actions', and 'Organisation'.

5. Select the **Submit new TDA** button.

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TDAs ▾ Dwellings ▾ Statements of compliance ▾ Payments ▾ Information ▾ Reports ▾ My actions ▾ My organisation ▾

Filter: 1. Submitted TDAs ▾ Apply Filter

You are logged in under:

Tenant Demographic Assessments (TDAs)

This page provides a list of filtered TDAs.

Submit new TDA Search TDAs

Dwelling ID	Dwelling address	TDA ID	Submitted date	Status	Effective date	TDA end date	Actions
4370112	111 MA ACTON ST SYDNEY	111MAACTONSTSYDNEY	22/05/2018 09:23:11 AM	Submitted	01/05/2022	03/05/2022	Actions
4370112	111 MA ACTON ST SYDNEY	111MAACTONSTSYDNEY	21/05/2018 04:40:02 PM	Submitted	01/05/2020	02/05/2020	Actions
4370112	111 MA ACTON ST SYDNEY	111MAACTONSTSYDNEY	21/05/2018 04:36:50 PM	Submitted	10/06/2019	10/06/2019	Actions

OR

6. At the **Welcome screen**, select **TDAs > Submit new TDA**

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You are logged in under:

Participant Claims Mgr. Welcome to the NRAS Portal

List of TDAs
Search TDAs
Submit new TDA

Tenant demographic assessments Dwellings

Statements of compliance Payments

CPD Information Forms Legislation Reports My actions Organisation

7. Select the **TDA pathway** that is relevant.

8. Select the **Start** button.

Submit new TDA

* required

You can submit a new TDA to NRAS using this process. A new TDA must be submitted for each new lease or if there is a change in household circumstances.


I would like to submit a new TDA as:*

- New Lease With New Tenants**
Tenants not at dwelling in previous lease
- New Lease With Same Tenants**
Renewing lease with same tenants in previous lease
- Same Lease**
Do NOT use this pathway if there is a new lease. Only use this pathway if the current lease is continuing and there is a change in the household composition, income or rent charged

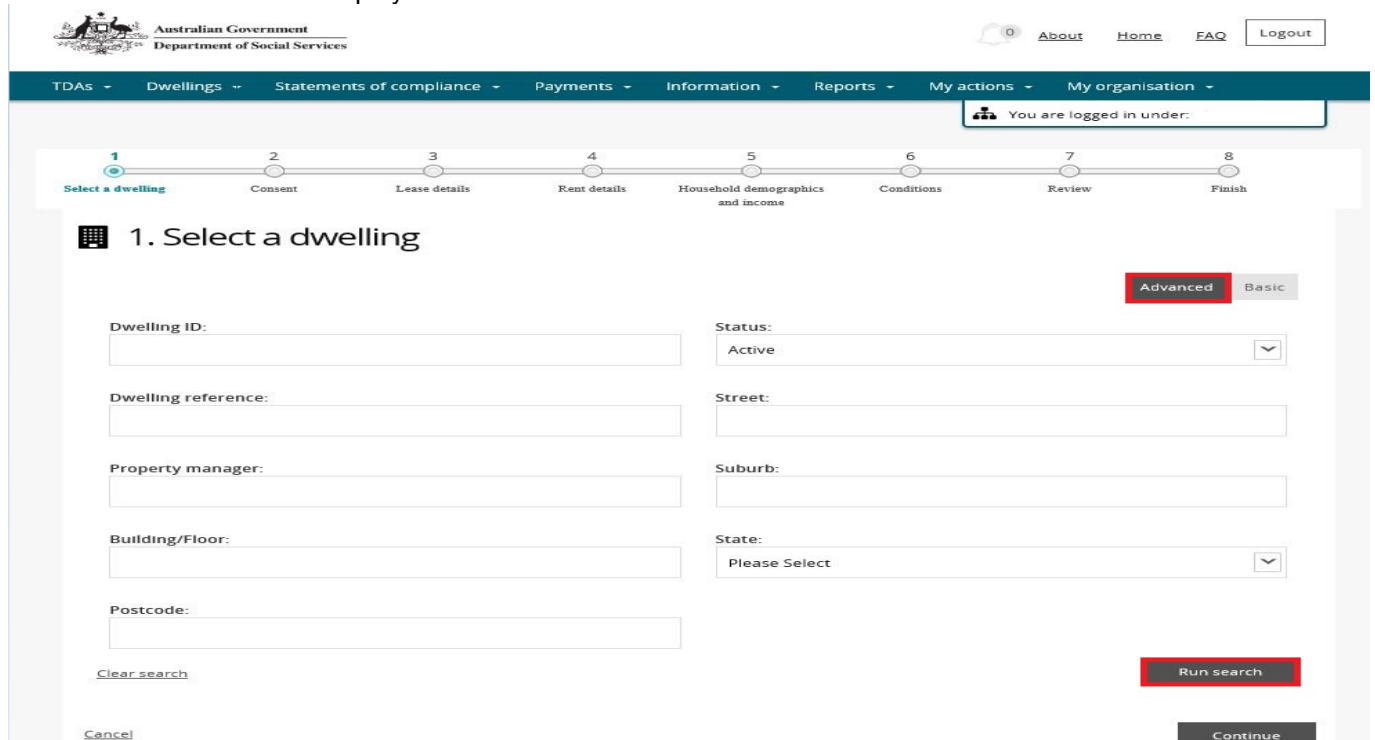
[Return home](#)

Start

9. To search for a dwelling, enter the **Dwelling details**.

 The Dwelling ID search field on the 'Select a Dwelling' page is not case sensitive. If you do not have the dwelling details or you wish to view all dwellings you have access to, leave the Dwelling details blank.

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



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TDA's - Dwellings - Statements of compliance - Payments - Information - Reports - My actions - My organisation - You are logged in under: [User Name]

1. Select a dwelling

2. Consent

3. Lease details

4. Rent details

5. Household demographics and income

6. Conditions

7. Review

8. Finish

Advanced Basic

Dwelling ID: [Text Field]

Dwelling reference: [Text Field]

Property manager: [Text Field]

Building/Floor: [Text Field]

Postcode: [Text Field]

Status: Active [Dropdown]

Street: [Text Field]

Suburb: [Text Field]

State: Please Select [Dropdown]

[Clear search](#) **Run search** [Cancel](#) **Continue**

10. Click **Run search**.

11. Dwellings matching the entered search criteria will be returned.

12. Scroll down and select the dwelling.

13. Click **Continue**.

14. Select **Yes** or **No** on the Consent screen.



Tenant consent must be obtained to create a TDA. If you choose 'No', you will need to begin the process again after you have received tenant consent.

15. Attach any evidence documents. **NOTE * A Tenant Consent Form and lease must be attached before continuing submission for TDA pathways of a New Lease With New Tenants or New Lease with Same Tenants. For TDA pathway of Same Lease, a lease does not need to be attached.**

16. The **Occupancy Details** screen displays.

3 Occupancy details 4 Rent details 5 Household demographics and income 6 Conditions 7 Review 8 Finish

▶ Tenant Demographic Assessments (TDAs)

▼ Vacancy (Optional)

You must complete coverage of the NRAS year before you can submit a statement of compliance for the dwelling. You must record vacancies or dwelling sold out of scheme here.

[Add occupancy](#)

[Cancel](#) [Continue](#)

The Occupancy details screen will display existing TDA's for the dwelling.

17. If required, enter a vacancy period by expanding the **Vacancy (Optional)** section and selecting the **Add Occupancy** button. Enter **Start date, End date and Reason** and then select the **Save and return** button.

Submit TDA: 3. Lease details

Manage occupancy X

Type: * required

Start date: dd/mm/yyyy* End date: dd/mm/yyyy*

Reason:* Maximum of 250 characters

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

18. Select **continue**.

19. On the Rent details screen, please enter the relevant details

What date do changes to this TDA start
from:* dd/mm/yyyy to:* dd/mm/yyyy

What is the current rent being charged?*

Weekly market rent 1: Period 1 start: dd/mm/yyyy Period 1 end: dd/mm/yyyy

Weekly market rent 2: Period 2 start: dd/mm/yyyy Period 2 end: dd/mm/yyyy

The last rent charged for this dwelling was:

[Back](#) [Cancel](#) [Save as draft](#) [Continue](#)

The **Period from** date will default to the dwelling start date (if there are no previous TDA's) or the day after the end date of the last TDA.

20. Enter the **To** field details and the **rent charged** field details.

21. Select the **Continue** button.

The **What date do changes to the TDA start from** field will default to the day after the last TDA ended (This can be changed if you are entering a TDA for a previous date).

You are now able to create multiple TDAs by entering a TDA end date that is after the NRAS year end date. This will create multiple 'split' TDAs based on the TDA Start and End dates entered. These additional TDAs will be created with the 'Same Lease' pathway. The 'Source TDA' field on the Lease and TDA details page contains the TDA ID of the originally created TDA.

Where split TDAs are being created, Weekly market rent 1 and 2 information will be relevant to the current NRAS year only.

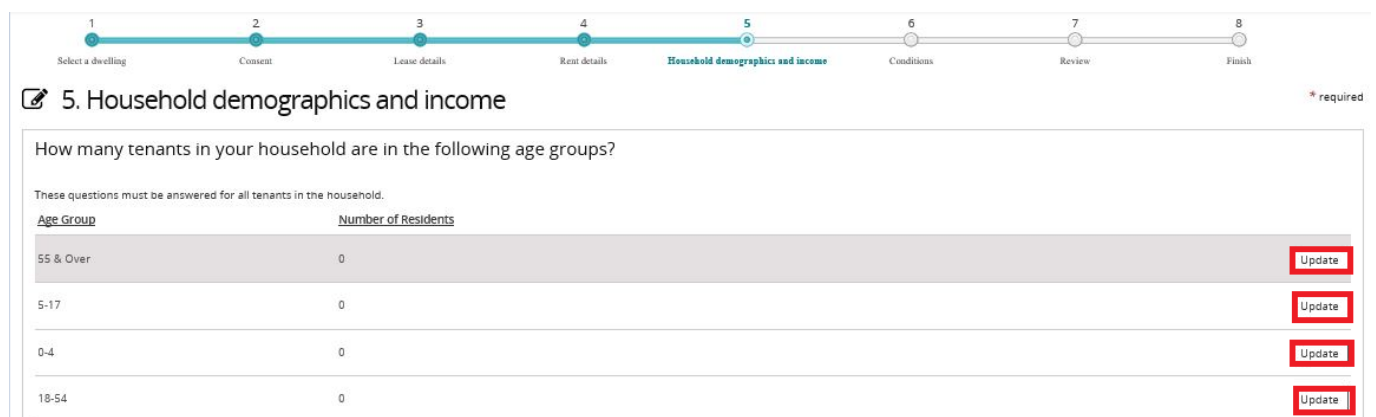
The **Rent details** screen is the first opportunity to save the TDA as a draft. Clicking **Save as draft** will exit you from the TDA process. You can return to the draft and complete it at a later date. All screens from this point onward will provide the **Save as draft** functionality. There is a Quick Reference Guide that has more information on saving, finding and resuming submission of Draft TDAs.

22. Click **Continue**.

23. The **Household demographic and income** screen displays. The data will be pre populated for Same lease and some data will be populated for New lease Same Tenant.

24. This screen is divided into four sections.

Section 1 – How many tenants in your household are in the following age groups?



The screenshot shows a progress bar at the top with 8 steps: 1. Select a dwelling, 2. Consent, 3. Lease details, 4. Rent details, 5. Household demographics and income (highlighted), 6. Conditions, 7. Review, 8. Finish. Below the progress bar is a pencil icon and the text '5. Household demographics and income' with a red asterisk indicating it is required. The main content area contains the question 'How many tenants in your household are in the following age groups?' and a note: 'These questions must be answered for all tenants in the household.' Below this is a table with two columns: 'Age Group' and 'Number of Residents'. The table has four rows, each with an 'Update' button to the right.

Age Group	Number of Residents	
55 & Over	0	Update
5-17	0	Update
0-4	0	Update
18-54	0	Update

25. Click **Update** to select the age range and number of tenants in the listed age groups.

Add each age range represented in the household and indicate the number of householders in this age range as separate entries.

Section 2 – Household demographics

NRAS – Submitting a TDA (New Lease New Tenant)

It is not mandatory to identify the income source, but is it mandatory to provide the housing provider with evidence of household income sources in order to verify tenant eligibility into NRAS

Household demographics

Number of sole parents:	1	Number of tenants identifying as having a disability:	2
Number of independent minors:	1	Number of tenants of Aboriginal and Torres Strait Island descent:	2
Number of couples:	1		



Information in the Household section of the TDA is voluntary for tenants to provide, with the exception of the sole parent and Independent minor response. If there are no sole parents and/or independent minors in the household, or if the tenant has not provided this information, select zero.

26. Select an entry in the **Number of sole parents** and **Number of independent minors** fields.



Independent minors are those aged under 18 years living independently and who are not financially dependent on an eligible tenant over the age of 18 years old.

27. Where applicable, select an entry in the **Number of couples**, **Number of tenants identifying as having a disability** and **Number of tenants of Aboriginal and Torres Strait Island descent**.

Section 3 – Income

Income

What was the annual gross household income before tax for the 12 months prior to entry into this dwelling?*	How many tenants receive Commonwealth rental assistance?
\$45,000.00	2
Currently, what is the household annual income before tax?	
\$45,000.00	

28. Enter the annual gross income for the twelve months prior to entering the dwelling in the **What was the annual gross household income before tax for the 12 months prior to entry into this dwelling?** field.

29. Where applicable, select an entry in the **How many tenants receive Commonwealth rental assistance?** field.

Section 4



All fields in this section are not mandatory.

▼ What is the main source of income for each tenant in the household?

These questions are about the income source for all tenants.

Add income source

There are currently no records to display.

▼ How many residents of the household are currently studying or training?

These questions are about study, training for all tenants in your household.

Add study/training

There are currently no records to display.

▼ Prior to this lease, what were the living arrangements of all household tenants?

These questions are about living arrangements for all tenants in your household.

Add arrangement

There are currently no records to display.

Back Cancel
Save as draft **Continue**

30. Where relevant, select the **Add income source** button and add an income source.
31. Where relevant, select the **Add study/training** button and add study and training information.
32. Where relevant, select the **Add arrangement** button and enter prior living arrangements.
33. Click **Continue**. The **Conditions** screen displays.
34. If condition/s do not exist, or condition/s exist and have been met, select the **Continue** button.
35. Where condition/s exist and the condition/s have not been met, select the **Update** button.



6. Conditions

There are NRAS conditions that must be met for tenants and dwellings. Did you meet all the conditions listed on this page? If not met, please indicate below.

▼ Conditions

Condition number	Name	Description	Not met	Reason
11D	TDA Test Condition	Test TDA condition - Condition	N	

Update

I agree to the certification below

I certify that I have met the conditions listed above, unless indicated by 'Not met'.

Back Cancel
Save as draft **Continue**

36. Where condition/s have not been met, select the **Not met** checkbox, enter the reason the condition was not met and then select the **Save and return** button.

Update TDA Condition Information



Condition Number:
11D

Condition:
Test TDA condition - Condition

Short description:
TDA Test Condition

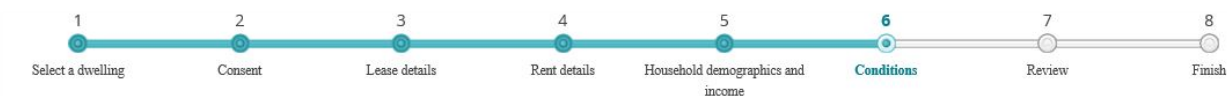
Not met

Reason not met:

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

37. Read and agree to the certification.

38. Select **I agree to the certification below** checkbox and then select the **Continue** button.



6. Conditions

* required

There are NRAS conditions that must be met for tenants and dwellings.
Did you meet all the conditions listed on this page? If not met, please indicate below.

Condition number	Name	Description	Not met	Reason	
11D	TDA Test Condition	Test TDA condition - Condition	Y	test	Update

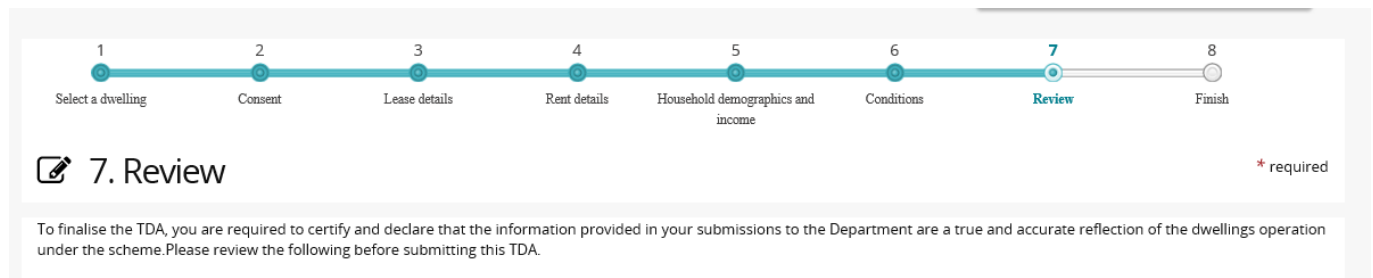
I agree to the certification below

I certify that I have met the conditions listed above, unless indicated by 'Not met'.

Back [Cancel](#)

[Save as draft](#) **Continue**

39. The **Review** page is returned.




1 Select a dwelling 2 Consent 3 Lease details 4 Rent details 5 Household demographics and income 6 Conditions 7 **Review** 8 Finish

7. Review * required

To finalise the TDA, you are required to certify and declare that the information provided in your submissions to the Department are a true and accurate reflection of the dwellings operation under the scheme. Please review the following before submitting this TDA.

40. Review all information provided on the **Review** page.

 Click on the arrows to view the expanded view for Age groups, Household demographics and income, Source of income, Study or training, Prior living arrangements, Conditions, and Attachments.

▶	Age groups
▶	Household demographics and income
▶	Source of income
▶	Study or training
▶	Prior living arrangements
▶	Conditions
▶	Attachments

41. If any additional attachments need to be made to the TDA, attach them via the **Attachments** section on the Review screen.

Attachments

A Tenant Consent Form must be attached before continuing submission of this TDA. For TDA pathways of a New Lease With New Tenants, New Lease with Same Tenants, a lease must be attached before continuing submission of this TDA. For TDA pathway of Same Lease, a lease does not need to be attached.

[Attach](#)

Name	Attachment type	Attached date	Actions
▶ Test Tenant Consent Form	Tenant consent form	04/06/2020 09:43:15 AM	Actions
▶ Test Lease	Lease	04/06/2020 09:42:59 AM	Actions

[Back](#) [Cancel](#) [Continue](#)

42. Read and agree to the certification on the Review screen.

43. **Tick the checkbox** to certify that the information provided in the TDA is true and accurate.

I agree to the certification below



I certify that the information provided in this TDA is true and accurate, and understand that this submission is subject to the laws, regulations, and selective instruments of the Commonwealth of Australia, and that the compliance outcomes for the dwelling will be based on the information provided in this TDA.

[Back](#) [Cancel](#)

[Save as draft](#) [Submit](#)



If any part of the TDA needs to be amended, click **Back** to move through to the relevant TDA screens.

44. Click **Submit**. A message appears to indicate that the process has been completed successfully.

45. Click **Finish**. The Tenant Demographic Assessments (TDAs) screen is displayed.

1 Select a dwelling 2 Consent 3 Lease details 4 Rent details 5 Household demographics and income 6 Conditions 7 Review 8 **Finish**

8. Finish

TDA Successfully submitted to NRAS.

Finish



You are now able to update TDAs after they have been submitted. See QRG #9 – Updating submitted TDAs.

Logging out of the NRAS Portal

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

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