



National Rental Affordability Scheme

Request to Transfer an Allocation to another Rental Dwelling in Bulk (Substitution)

When to use this form

This is the approved form under section 20 of the National Rental Affordability Scheme Regulations 2020 (the Regulations). Approved participants must use this form to request the Secretary of the Department of Social Services (the Secretary, the department) transfer a National Rental Affordability Scheme (NRAS) allocation from one rental dwelling to another rental dwelling.

Who fills out the form?

An approved participant or an authorised agent of the approved participant must complete this application form and lodge it with the department. The department will not consider applications completed by other parties.

Consideration of request

Once a properly signed form with all required attachments has been lodged, the Secretary will consider the request. When making a decision, the Secretary will consider any relevant factors such as the age, size, composition, location, and access to key amenities of the proposed dwelling, as well as the proximity of dwellings to services and the views of the relevant state or territory authority.

Date of effect of the transfer

If the Secretary decides to transfer an allocation from one rental dwelling ('the original rental dwelling') to another rental dwelling ('the new rental dwelling') under section 20 of the Regulations, the date the Secretary approves the transfer will usually be the date of effect of the transfer. However, if requested, the Secretary may give a later different date of effect of the transfer, for example the date of this application or a later date. If you wish to request the transfer to occur from the date of this application, or a later date, please provide your reason in this form.

Documents that must be lodged with this form

The following documents must be attached to this form when it is lodged:

- copy of certificate of occupancy for new rental dwelling (or equivalent);
- copy of independent market rent valuation relating to the actual first available for rent date for the new rental dwelling;
- copy of the completed Market Rent Valuation (MRV) Checklist relating to the independent market rent valuation;
- supporting evidence that the proposed transfer complies with special conditions or attributes associated with the allocation (if applicable); and
- signed declaration from investor (if applicable).

Submission and attachments

Once completed, please submit your application and all supporting evidence identified in this form to nras@dss.gov.au.

Part 1 – Approved participant details

Name of requesting approved participant

ABN

Authorised NRAS contact name

Position

Contact numbers

Work:

Mobile:

Email address

Part 2 – Original rental dwelling details

For multiple dwellings, please enter all details under Part 2 of the annexed substitution spreadsheet and return to the department with this form.

Part 3 – Basis of request

Why is the current approved dwelling unable to stay in the Scheme?

Dwelling sold

Dwelling withdrawn from NRAS

Dwelling has never been active in NRAS

Building non-compliant with standards

Impacted by natural disasters

Other – please specify in the box below and attach additional information if required.

Part 4 – New rental dwelling details

For multiple dwellings, please enter all details under Part 4 of the annexed substitution spreadsheet and return to the department with this form.

Part 5 – Certification and declaration

I certify to the best of my knowledge that the information provided in this application, including the attachments, is correct and complete.

I understand that giving false or misleading information is a serious offence.

Print Name:

Signature:

Date:

Checklist

Please ensure you have attached the following documentation prior to submitting your request:

- Copy of Certificate of Occupancy for new rental dwelling (or equivalent)
- Copy of independent Market Rent Valuation
- Copy of completed Market Rent Valuation (MRV) Checklist
- Supporting evidence that the proposed transfer complies with special conditions or attributes associated with the allocation (if applicable)
- Request to Vary the Special Conditions (if required)
- Signed declaration from Investor (if required)
- Evidence that approved participant is an ATO endorsed charity (if required)
- Evidence that the requesting approved Participant is the legal or beneficial owner of the original rental dwelling (if required)
- Completed application to vary or remove special conditions (if required)

Please note, for this type of request you are not required to update the NRAS Portal.