



COMMUNITY HOUSING RENT SETTING POLICY

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Purpose

This policy explains how rent is calculated for Advance Housing Ltd. (AHL) tenancies, and tenant responsibilities in relation to rent and eligibility assessments.

Scope

This policy applies to AHL social and affordable housing tenancies covered by the Residential Tenancies Act 1987.

Policy Statement

AHL is committed to ensuring procedural fairness and compliance with contractual and regulatory obligations in the setting of community housing rents.

Definitions

Affordable Housing means housing that must be leased to Eligible Persons at a rent less than 75% of Market Rent or in accordance with relevant policies.

Assessable Income is income of a regular or continuous nature excluding pharmaceutical benefits and some DVA benefits, of all household members including the tenant of the property.

Band A refers to households whose assessable income is within the Public Housing income limits. The income limits are set out in the Community Housing Income and Asset Limits Policy.

Band B refers to households with income exceeding the eligibility criteria for Public Housing and not exceeding the eligibility criteria for entry to the National Rental Affordability Scheme as set out in the Community Housing Asset Limits Policy.

Commonwealth Rent Assistance (CRA) is a non-taxable supplement Centrelink pays to assist eligible persons pay their rent. Eligibility is determined by Centrelink.

Community Housing means Social Housing and/or Affordable Housing owned or otherwise under the legal control of a Community Housing Organisation.

Community Housing Organisation means any not-for-profit organisation incorporated under the Law of the Commonwealth of Australia or the State of Western Australia, or a Local Government, whose primary objective is to provide Crisis Housing, Social Housing and/or Affordable Housing to Eligible Persons in Western Australia.

Market Rent is the maximum rent payable.

Household Member means an AHL approved person living in an AHL property who has not signed a Residential Tenancy Agreement with AHL.

Rent Assessment/Rent Review means the process by which AHL reviews and calculates the amount of rent payable.

Social Housing refers to rental housing by the Housing Authority and Community Housing Organisations for Band A households.

Tenant refers to a person or persons who have signed a Residential Tenancy Agreement with AHL.

Rent Setting

AHL maintains compliance with the Community Housing Rent Setting Policy and the Residential Tenancies Act 1987 (WA).

AHL will carry out Rent Assessments periodically, at a minimum, annually. Tenants may also request a Rent Review.

AHL calculates rent based on a percentage of the Households Assessable Income plus 100% CRA. Tenants and/or Household Members who may be eligible to apply for a Centrelink payment (including CRA) but choose not to, will be deemed to be receiving Centrelink payment(s) for the purpose of calculating rent.

The percentage applied when calculating rent is dependent on whether the Household is classed as Band A or Band B.



Tenant Responsibilities

- Tenants must inform their Housing Services Officer or the Rent Review Officer of any changes to their Household income within 14 days of the change occurring so rent and eligibility can be re-assessed.

- Tenants must inform their Housing Services Officer when an AHL approved household member is no longer residing in the property within 14 days of the change occurring so rent and eligibility can be re-assessed.
- Only AHL approved household members can reside in an AHL property; application for other persons to reside in the property must be pre-approved by the Housing Services Officer or Housing Services Manager in writing.
- A rent reduction will take effect from the date all information and supporting documentation required to complete the rent review is received by AHL.
- Individual household circumstances may be taken into consideration where the tenant can substantiate, they are experiencing financial hardship. The outcome of this consideration is at the discretion of AHL.
- Tenants must declare to AHL all household members and their income when requested to enable AHL to review eligibility and rent.
- Tenants have a legal responsibility to pay their rent on time, and pay other charges they may incur upon receipt of an invoice.

Where rent cannot be calculated by reference to income, the discounted market rent will apply. Discretion will be exercised where it can be proved that discounted market rent will cause financial stress.

Appeals Process

Decisions made in rent reviews can be appealed through AHL's *Complaints Handling Policy and Procedure*.

Exclusions

- NRAS
- Student Housing
- Market rental properties

Related Legislation & Documents

- Residential Tenancies Act 1987 (WA)
- Community Housing Allocations Policy
- Community Housing Income & Asset Limits Policy
- Community Housing Rent Setting Policy
- Complaints Handling Policy and Procedure (AHL)

Approval and Review Details

Approval and Review	Details
Approval Authority	AHL CEO
Administrator(s) – overall responsibility for compliance, monitoring & review	Housing Services Manager

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Policy History

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Dec 2021	1.0	Replaces AHL.019 Eligibility and Rent Setting Policy	CSM – K Marwick	17/12/2021
November 2025	2.0	Reviewed and updated	John Mc Keon – HSM & John Lysaught CEO	November 2025