

Formal guardian and/or administrator details

Use this form to advise the Department of Communities (Housing and Homelessness Services) if you are a guardian and/or administrator who has been formally appointed by the Guardianship and Administration Tribunal (GAAT). If you need more information or would like to arrange an interpreter, contact your nearest Department of Communities (Housing and Homelessness Services) office.

Client name

Client address

Phone number

Contact details for formal guardian and/or administrator

Name

Address

Contact numbers

(Business hours)

(After hours)

(Mobile)

Email

How would you prefer to be contacted? (Phone, letter, SMS, email etc). You may list more than one

Description of your guardian/administrator powers as prescribed in your GAAT order

Have you attached a copy of your Guardianship/Administration Order issued by the GAAT?

Yes No

Valid from

 / /

(date) to

 / /

Please note: you are not legally required to provide a copy of the GAAT order to the Department of Communities (Housing and Homelessness Services). However, should a copy not be provided, the department will not accept directions from you, or provide information to you, in relation to the client.

Personal Information Privacy Notice

The Department of Communities is collecting personal information on this form to provide you with housing assistance or assess grant funding applications. This is authorised by the *Housing Act 2003*. To assist you with your housing needs and services, relevant personal information may, in very limited and specific circumstances, be disclosed to: Partner agencies, Service providers, Agencies authorised by legislative provisions, and local governments and non-governmental agencies that now, or will, provide you with housing and/or support services. Limited personal information may be used for housing related research, policy or planning functions. Unless authorised or required by law, your personal information will not be passed on to any other third party without your consent. More information about the department's privacy policy is available on our website at: www.communities.qld.gov.au/privacy.

Signature of guardian and/or administrator

To the best of my knowledge, the information provided on and in conjunction with this form is true and correct. I understand that it is an offence under the *Housing Act 2003* to knowingly provide to the Department of Communities false or misleading information that may influence decisions about the client's eligibility for housing services.

Name

Signature

Date

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