

Application for administrative access to application or tenancy file

Administrative Access enables tenants and ex-tenants of the Department of Communities (Housing and Homelessness Services) to gain access to specified parts of their tenancy file. This includes standard forms and letters. On request photocopies can be provided. Reprints of photographs cannot be provided, although they can be photocopied.

Once your application has been approved you will be contacted by a member of the Housing Services office staff to arrange a mutually convenient time to view the requested documents. You will need to provide at least one primary form of identification before viewing the documents.

Documents that cannot be viewed under the Administrative Access arrangement (such as documents referring to third parties) requires an application through legislation (Right to Information and/or Information Privacy Acts). All requests through legislation must be either lodged online via the Right to Information website www.qld.gov.au/righttoinformation, or on an application form.

The Right to Information Unit can be contacted as follows:

Right to Information Unit
Department of Communities
GPO Box 806
BRISBANE QLD 4001

Phone: 13 13 04

Email: rti@communities.qld.gov.au

ABOUT YOU

Rental Agreement Number:

Date of birth

 / /

Full Name:

Address:

Telephone number/s:

Email address:

If you would like somebody else to accompany you whilst you view the documents please complete the following information

Name of person to be present:

Relationship to you or position:

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.

DECLARATION

I wish to inspect copies of documents from my Rental Tenancy file, as indicated overleaf. The documents relate to the property at:

Signature:

Date:

 / /

OFFICE USE ONLY

CSM name:	<input type="text"/>	Date received:	<input type="text" value="/"/>	<input type="text" value="/"/>
Signature	<input type="text"/>			
Details of ID	<input type="text"/>			

Access requested for:

Application

- Application Form (and associated documents if appropriate)
- Letters from Department of Communities (Housing and Homelessness Services) regarding application
- Correspondence regarding application

Offer and Sign-Up

- Offer letter
- State Tenancy Agreement
- Previous Residential Tenancy Agreement (if re-signed since 1998)
- Report on Condition of Premises

Rent Assessment and Rent Payment

- New Rent Payable letter
- Rental Statement
- Employer's Declaration
- Rent Review documents (Centrelink / Contact)
- Correspondence regarding evidence of income
- Easy Pay documents

Tenancy Management

- Application for Absence from Rental Premises
- Transfer application and associated forms
- Succession of Tenancy documents
- Documents related to property inspections
- Photographs relating to Sundry Debt charges (copies not available)

Medical / Disability / Mental Health Issues

- GP / specialist letters provided by tenant

Other

- All correspondence from tenant to Department of Communities (Housing and Homelessness Services) / Area Office
- All correspondence from Department of Communities (Housing and Homelessness Services) / Area Office to tenant
- Other, please specify:
