Administrative access to application or tenancy file documents – Client file amendment form

This form should be completed by a tenant or applicant if they have viewed their file under Administrative Access and wish to add his/her own statement to that file. Specifically, this form should be used in cases where a tenant believes information on the file is misleading, incomplete, inaccurate or untrue.

Please note that in no circumstances can original documents be amended or removed.

Tenant Details

Full Name:

Date of Birth: / / R/A or App Number

Address:

Postcode

Phone Numbers: Home Mobile Contact

Email

Issue or documents that amendment relates to

I wish this amendment form to be placed on my tenancy file.

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 Date: / /

Extra space is provided on second page. Please ensure you sign and date both pages.

ADMINISTRATIVE ACCESS TO 'RENTAL TENANCY FILE' DOCUMENTS
TENANT FILE AMENDMENT FORM (cont'd)

Full Name:			
R/A Number		Date of Birth	/ /
Address:			
		Postcode	

Name	Signature	Date