

Complete this form to advise the Department of Communities (Housing and Homelessness Services) that a **new** household member is moving into your departmental property.

Rental Agreement No.			
Address of property			
		Postcode	

New household member details

Please list the details of all new household members in the table below. You will need to provide evidence of all income details (e.g. a Centrelink Income and Assets Statement, Employer's Declaration etc).

New household member number	1.	2.	3.	4.
Family name				
Given name/s				
Date of birth				
Gender (male/female)				
Relationship to legal tenant (spouse, son, friend etc)				
Date moved in				
Number of days per week staying at property				
Income type (wages, Newstart etc)				
Gross weekly amount				
Indigenous origin (Aboriginal, Torres Strait Islander, South Sea Islander, N/A)				

Declaration

All **legal tenants** currently listed on the State Tenancy Agreement **must sign below**.

To the best of my knowledge, the information provided on and in conjunction with this form is true and correct. I/We understand that it is an offence liable to a penalty under the *Housing Act 2003* and a breach of my State Tenancy Agreement to knowingly provide false or misleading information to the Department of Communities.

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*. In order 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.

Tenant's name		Signature		Date	/ /
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