



Application for administrative access to application or tenancy file

Administrative Access enables tenants and ex-tenants of the Department of Housing 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 Centre 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.rti.qld.gov.au, or on an application form.

The Right to Information and Privacy Unit can be contacted as follows:

Right to Information and Privacy
Legal Services
Department of Housing

GPO Box 2457
BRISBANE QLD 4001

Phone: 3008 3117
Email: righttoinformation@chde.qld.gov.au

ABOUT YOU

Tenancy Reference 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:

Privacy Notice The Department of Housing is collecting your personal information so we may provide you with housing assistance. To assist you with your housing needs and services, your personal information may be disclosed to partner agencies, service providers, local governments and non-governmental agencies that now, or will, provide you with housing and/or support services. Unless authorised or required by law, your personal information will not be disclosed to any other third party without your consent. More information about the Department's privacy obligations is available on our website at www.housing.qld.gov.au.

DECLARATION

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

Signature: Date: / /

OFFICE USE ONLY

CSM name:

Date received:

Signature

Details of ID

Access requested for:

Application

- Application Form (and associated documents if appropriate)
- Letters from Department of Housing 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 Housing / Housing Service Centre
- All correspondence from Department of Housing / Housing Service Centre to tenant
- Other, please specify:
