



Transfer of credit – Customer request

Complete this form to advise the Department of Housing that you wish to use part/all of the credit in your account to pay out/reduce a current or previous debt. Your current rental agreement must remain two weeks in credit. You should discuss the amount you can transfer with your nearest Housing Service Centre. Forward the completed form to your nearest Housing Service Centre.

Tenant's name/s:

If there is more than one tenant, all tenants must sign this form. The account you wish to transfer funds **from**, must be in the same name/s as the account you transfer funds **into**.

Account number you wish to transfer funds **from**:

Account type (tick): Current rent account Terminated rent account
 Current maintenance account Terminated maintenance account

Account number you wish to transfer funds **into**:

Account type (tick): Current rent account Terminated rent account
 Current maintenance account Terminated maintenance account
 Current bond loan account Terminated bond loan account

Amount you wish to transfer: \$

Current rental accounts must remain two weeks in credit. You can choose to transfer all or part of the available funds. If you do not transfer sufficient funds to clear the full debt, you will need to continue making repayments using either a payment card or Easypay. Discuss these options with Housing Service Centre staff.

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 (all tenants must sign)

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* to knowingly provide false or misleading information to the Department of Housing that may influence decisions about my eligibility for housing services

Tenant name: Tenant name:
Signature: Signature:
Date: / / Date: / /

Office Use Only

Actioning officer name: Position:
Signature: Date: / /
Approving officer name: Position:
Signature: Date: / /

Email IMMEDIATELY to Rent Ledgers: HS_FS Rent Ledger (HSFSRentLedger@chde.qld.gov.au)