



# Change of Tenancy Request Form

Complete this form if you are requesting to become the legal tenant of the public housing property. **Each** person requesting to become a tenant must complete this form and will be assessed for eligibility.

<b>Applicant Name</b>			
<b>Property Address:</b>			
<b>Tenancy Reference Number:</b>		<b>Postcode:</b>	
<b>Home phone:</b>		<b>Mobile:</b>	
<b>Email:</b>			

**Reason this request is being made:**

Please tick (✓) the appropriate reason for your request to become the legal tenant:

- You are an existing joint tenant and have separated from the other joint tenant.
- You are the spouse/partner of an existing tenant who has vacated the property.
- You are a new household member who is applying to become the legal tenant. The existing tenants will remain on the State Tenancy Agreement.
- You are an existing household member who is applying to become a legal tenant. The existing tenants will remain on the State Tenancy Agreement.
- You are an existing household member who is applying to become a legal tenant. The existing tenant/s has vacated/intends to vacate the property.
- The legal tenant is deceased, and you are the surviving spouse/dependent.
- The legal tenant/s are deceased, and you are the Guardian of the tenant's dependents.

**Household details** (These details are needed to determine your eligibility to be the legal tenant)

Given Name	Family Name	Relationship to Tenant/s <small>(partner, son, friend etc.)</small>	Date of birth	Income type <small>(e.g. wages, pension)</small>	Weekly income \$
		Current/proposed tenant			



Attach evidence of all income details for all new and existing household members

**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](http://www.housing.qld.gov.au).

**Australian citizenship or residency** (please tick (✓) appropriate boxes)

- Are you an Australian citizen/s **or** Yes  No
- Are you a permanent resident/s of Australia **or** Yes  No
- Not a permanent resident in Australia **or** Yes  No
- Other visa Yes  No   
(if yes, what type)

**Property ownership. Do you or any household member own or part own property either in Australia or overseas?** This could include residential, vacant land, industrial property, commercial property, live-aboard boat, manufactured/transportable home.

Yes  No

If yes, what type/s and address

Name of person who owns or part owns the property:

Amount of property owned e.g. 50%

Current value of property:

Date of ownership:

**Liquid assets**

Please state the total household value of the following assets and provide appropriate evidence.

Superannuation (if you have reached preservation age)

Balance of bank account (e.g. bank, building society, credit union, interest free accounts)

Deposits (interest bearing, fixed)

Share from a property settlement

Share from the sale of a property

Property trusts

Debentures

Bonds

Shares

Managed investments

Other (please specify)

**DECLARATION**

All **tenants** (legal tenants 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 Housing.

Name of applicant

Signature

Date

Name of existing Legal tenant

Signature

Date

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