



Application for administrative access to application or tenancy file

Administrative Access enables customers of the Department of Housing and Public Works 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 Service 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 and Public Works
GPO Box 2457
BRISBANE QLD 4001

Phone: 3008 3118
Email: righttoinformation@hpw.qld.gov.au

ABOUT YOU

Rental Agreement Number:	<input type="text"/>	Date of birth	<input type="text"/>	<input type="text"/>	<input type="text"/>
Full Name:	<input type="text"/>				
Address:	<input type="text"/>				
	<input type="text"/>				
Telephone number/s:	<input type="text"/>				
Email address:	<input type="text"/>				

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:	<input type="text"/>
Relationship to you or	<input type="text"/>

Privacy Notice The Department of Housing and Public Works is collecting personal information on this form to 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 organisations that may be able to provide you with housing or support services. They may, to assist you with your housing needs and services, pass on the information to other partner agencies, service providers, local governments and non-governmental organisations that may be able to provide you with housing 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 otherwise be disclosed to any other third party without your consent. More information about the Department's privacy policy is available on our website at www.hpw.qld.gov.au.

DECLARATION

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

<input type="text"/>
<input type="text"/>

Signature:	<input type="text"/>	Date:	<input type="text"/>	<input type="text"/>	<input type="text"/>
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OFFICE USE ONLY

CSM name:	<input type="text"/>	Date received:	<input type="text" value=" / /"/>
Signature	<input type="text"/>		
Details of ID	<input type="text"/>		

Access requested for:

Application

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