



# Succession of Tenancy Request Form

Complete this form to advise the Department of Housing and Public Works that you are applying to become a legal tenant at the public housing property you now live in. **Each** person applying to become a tenant should complete this form. Your eligibility to become a tenant will be assessed against the department's succession of tenancy eligibility criteria. Please provide proof of your identity.

**Applicant's details:** (person who is applying to become a tenant)

**Name:**

**Rental Agreement Number:**

**Address:**   
 Postcode

**Date of Birth:**

**Relationship to existing tenant/s**  **Date moved in**  /  /

**Income Type** (eg. wages etc)  **Gross income/wk** \$

**Property ownership - do you own or part own:**

- a residential property, **or** Yes  No
- a caravan or mobile home or live aboard boat, **or** Yes  No
- transportable home connected to household utilities (water, electricity etc), **or** Yes  No
- vacant land, **or** Yes  No
- commercial or industrial property (improved or unimproved), Yes  No

**Australian citizenship or residency - are the legal tenants:** (please tick (✓) appropriate boxes)

- are you an Australian citizen **or** Yes  No
- are you a permanent resident of Australia **or** Yes  No
- have you applied for permanent residency in Australia **or** Yes  No
- do you qualify for permanent residency through agreements between Australia and another country **or** Yes  No
- do you hold a Temporary Protection Visa (TPV) **or** Yes  No
- Previously held a TPV which has expired and now hold a Bridging Visa Yes  No

**Reason this application is being made:**

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

- The legal tenant is deceased and you are the surviving spouse/dependant.
- The legal tenant/s are deceased and you are the Guardian of the tenant's dependents.
- A joint tenant is deceased and you are the surviving joint 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 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 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.

**Please attach the evidence required with your application:**

Reason for application	Evidence required
<input type="checkbox"/> Death of a sole or joint tenant	<ul style="list-style-type: none"> <li>• Death Certificate or letter from a doctor or Funeral account or funeral notice</li> <li>• Evidence of all household income</li> </ul>
<input type="checkbox"/> Separation of joint tenants	<ul style="list-style-type: none"> <li>• Notice of Intention to Leave form (RTA Form 13) <b>OR</b></li> <li>• Copy of Queensland Civil and Administrative Tribunal (QCAT) ruling (sections 245 and 246 of the <i>Residential Tenancies and Rooming Accommodation Act 2008</i>) <b>AND</b></li> <li>• Evidence of all household income</li> </ul>
<input type="checkbox"/> Sole tenant has left the household	<ul style="list-style-type: none"> <li>• Notice of Intention to Leave form (RTA Form 13)</li> </ul>
<input type="checkbox"/> Adding a new tenant to the household	<ul style="list-style-type: none"> <li>• Evidence of all household income</li> <li>• Certificate of Marriage (if applicable)</li> </ul>

**Declaration - applicant and existing tenants (who will remain in the property)**

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/or a breach of my tenancy agreement to knowingly provide false or misleading information to the Department of Housing and Public Works.

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

Name of applicant

Date

 /  / 

Signature of applicant

Date

 /  / 

Name of existing legal tenant

Date

 /  / 

Signature of existing legal tenant

Date

 /  / 
**Checklist:**

Please check you have completed the following **before** you lodge your application:

- have you attached the appropriate evidence of your income (eg Centrelink Income Statement for Housing Authorities, Employers Declaration etc)
- have you attached evidence of your Australian citizenship or residency
- have you ticked the appropriate box describing the reason for your application
- have you attached the appropriate evidence supporting your reasons for your application
- have you attached proof of identity (eg Birth Certificate, Drivers License, Passport, etc)
- have you and the existing tenant (where applicable) signed the application

**Please return completed form to your nearest [Housing Service Centre](#).**