



# Application for administrative access to application or tenancy file

Administrative Access enables tenants and ex-tenants of the Department of Communities, Housing and Digital Economy 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](http://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 Communities, Housing and Digital Economy  
GPO Box 2457  
BRISBANE QLD 4001

Phone: 3008 3117  
Email: [righttoinformation@hpw.qld.gov.au](mailto:righttoinformation@hpw.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 Communities, Housing and Digital Economy is collecting your personal information so we may provide you with housing assistance. This information may be disclosed between 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 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 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.chde.qld.gov.au](http://www.chde.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 Communities, Housing and Digital Economy 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 Communities, Housing and Digital Economy / Housing Service Centre
- All correspondence from Department Communities, Housing and Digital Economy / Housing Service Centre to tenant
- Other, please specify:
