

# Rent and other deductions form

This form is for a public housing tenant to authorise the Department of Housing and Community Development to arrange for rent, maintenance or any other payments to be deducted directly from their Centrelink payment.

## Tenant details

Centrelink Customer Reference Number (CRN)			
Title (please circle)	Mr / Mrs / Miss / Ms / Other	Date of birth	
Family name			
Given names			
Residential or community address			
		Postcode	
Phone number		Other contact	

## Deduction options

You can pay your rent, maintenance and other payments through any of the following options:

- 1) Income Management – funds will be deducted from your Centrelink Income Managed funds.
- 2) Rent Deduction Scheme – funds will be deducted from your Centrelink benefit funds.
- 3) Combination of both 1) Income Management and 2) Rent Deduction Scheme.

Please complete your preference/s below:

	1 Income Management (INM) deductions		2 Rent Deduction Scheme (RDS)	
Benefit type (e.g. FTB, DSP)				
Rent / Maintenance levy	\$	\$	\$	\$
Rent arrears	\$	\$	\$	\$
Bond	\$	\$	\$	\$
Bond Assistance	\$	\$	\$	\$
Ceased accounts	\$	\$	\$	\$
Excess water	\$	\$	\$	\$
Maintenance	\$	\$	\$	\$
Compensation 1	\$	\$	\$	\$
Compensation 2	\$	\$	\$	\$

## Deduction commencement

☐ Weekly ☐ Fortnightly

☐ I wish to start my deductions from my next available payment date

OR

Please start my deductions from / /

## Tenant Authorisation – please read, sign and date the following.

I authorise Centrelink to:

- make the nominated deduction/s on this form from my Centrelink payments and pay the amount/s deducted to the Department of Housing and Community Development.
- exchange relevant information between Centrelink and the Department of Housing and Community Development, for the purposes of checking reference numbers and ensuring correct rent deductions are paid.

I understand for Income Management deductions:

- I have a responsibility to contact Centrelink to ensure that the payment arrangements I agree to in my Deduction options can be made from my Income Managed funds.
- I must notify the department if I make changes to my housing payments through the Income Management portion of my Centrelink payment.

I understand for the Rent Deduction Scheme:

- Amount/s in my Deduction options will be deducted from my discretionary funds through RDS.
- If there are any changes to my housing payments, the amount/s deducted from my RDS may have to be adjusted and the department will advise Centrelink directly of the adjustment required.

I understand for both Income Management deductions and the Rent Deduction Scheme:

- It is my choice to have my housing payments deducted from my Centrelink payments and I can withdraw from this payment method at any time.
- If I choose to withdraw from this deduction authority without making alternative arrangements with the department to pay the required amounts, this may result in rent or other arrears and recovery action being initiated.
- If the funds nominated in my Deduction preference are not sufficient to cover the full amount of the rent/maintenance owing, unless the shortfall is paid by me, this will result in rent or other arrears and recovery action may be initiated.
- This authority will remain in place until I make a new agreement with the department.

Full name			
Signature		Date	

## Advocate details

If another person helped you complete this form on your behalf, you will need to provide their details below.

Full name			
Agency name (if applicable)			
Address			
Phone number		Other contact	
Email			

## Disclaimer

The Department of Housing and Community Development collects only your personal information which is necessary to provide housing assistance under the *Housing Act* and its Regulations.

If you do not provide the requested information we may not be able to provide you with assistance. The information collected will not be disclosed to anyone without your consent unless it is required or authorised by law in accordance with the Information Privacy Principles at Schedule 2 of the *Information Act* (NT). You have a right to access and correct the information held about you.

If you have any queries or concerns please contact the Information Access Unit on 8999 8490, email [infoact.DHCD@nt.gov.au](mailto:infoact.DHCD@nt.gov.au) or write to GPO Box 4621, Darwin NT 0801.

OFFICE USE ONLY – DHCD staff to complete			
<b>INM</b> <input type="checkbox"/> Commence new <input type="checkbox"/> Cease <input type="checkbox"/> Vary existing deduction	<b>RDS</b> <input type="checkbox"/> Commence new <input type="checkbox"/> Cease <input type="checkbox"/> Vary existing deduction	<b>TMS Client number</b>	
		<b>TMS Account number</b>	
		<b>TMS Group number</b>	
		<b>DHCD staff name</b>	
<b>Comments</b>		<b>Date</b>	