

Rent and other deductions form

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

Fields marked with an asterisk (*) are mandatory.				
Tenant details*				
Centrelink customer reference number (CRN)				
Title	Mr / Mrs / Miss / Ms / Other	Date of birth		
Family name				
Given names				
Residential or community address				
		Postcode		
Phone number			Other contact	
Deduction options*				
<p>You can pay your rent, maintenance and other payments through any of the following options:</p> <ol style="list-style-type: none"> 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. <p>Complete your preference/s below:</p>				
Payment type	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	\$	\$	\$	\$

Payment type	1. INM deductions		2. RDS	
Excess water	\$	\$	\$	\$
Maintenance	\$	\$	\$	\$
Compensation 1	\$	\$	\$	\$
Compensation 2	\$	\$	\$	\$
Deduction commencement *				
Frequency (choose one only)	Weekly / Fortnightly			
Start date (choose one only)	From my next available payment date / from my specified date			
If you selected specified date, provide start 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 address				
Tenant authorisation *				
I authorise Centrelink to:				
<ul style="list-style-type: none"> make the nominated deduction/s on this form from my Centrelink payments and pay the amount/s deducted to the Department of Territory Families, Housing and Communities (the Department). exchange relevant information between Centrelink and the Department, for the purposes of checking reference numbers and ensuring correct rent deductions are paid. 				
I understand for Income Management deductions :				
<ul style="list-style-type: none"> 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	
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Signature		Date	
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Disclaimer

The Department of Territory Families, Housing and Communities collects only your personal information, which is necessary to provide housing assistance under the *Housing Act 1982* 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) 2002*. You have a right to access and correct the information held about you.

If you have any queries or concerns, contact the Information Access Unit on (08) 8999 8490, email infoact.TFHC@nt.gov.au or write to GPO Box 4621, Darwin NT 0801.

Office use only - Department staff to complete*

IMN	Commence new deduction / Cease existing deduction / Vary existing deduction
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RDS	Commence new deduction / Cease existing deduction / Vary existing deduction
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TMS Client number		TMS Account number	
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TMS Group number		Department staff name	
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Comments	
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