

Rent and other deductions form

This form is for a public housing tenant to authorise the CEO (Housing) to arrange for rent, maintenance or any other payments to be deducted directly from their Services Australia payment.

Tenant details			
Centrelink customer reference number (CRN)			
Title	<input type="checkbox"/> Mr / <input type="checkbox"/> Mrs / <input type="checkbox"/> Miss / <input type="checkbox"/> Ms / <input type="checkbox"/> 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 (IM) – funds will be deducted from your Services Australia Income Managed funds. 2) Rent Deduction Scheme (RDS) – funds will be deducted from your Services Australia Benefit funds (including enhanced Income Management (eIM)). 3) Combination of Income Management (IM) funds and Rent Deduction Scheme (RDS). <p>Complete your preference/s below:</p>			
Payment type	Income Management (IM) (BasicsCard)*	Rent Deduction Scheme (RDS)	
Benefit type (e.g JSP, DSP)			
Rent / maintenance levy	\$	\$	
Rent arrears	\$	\$	
Bond	\$	\$	
Bond assistance	\$	\$	
Ceased accounts	\$	\$	
Excess water	\$	\$	

**Do not select this option if you are on enhanced Income Management (eIM)*

Payment type	Income Management (IM) (BasicsCard)	Rent Deduction Scheme (RDS)
Maintenance	\$	\$
Compensation 1	\$	\$
Compensation 2	\$	\$
Deduction commencement		
Frequency (choose one only)	<input type="checkbox"/> Weekly / <input type="checkbox"/> Fortnightly	
Start date (choose one only)	<input type="checkbox"/> From my next available payment date / <input type="checkbox"/> 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 Services Australia to:		
<ul style="list-style-type: none"> make the nominated deduction/s on this form from my Services Australia payments and pay the amount/s deducted to the CEO (Housing). exchange relevant information between Services Australia and the CEO (Housing), for the purposes of checking reference numbers and ensuring correct rent deductions are paid. 		
I understand for Income Management (IM) deductions:		
<ul style="list-style-type: none"> I have a responsibility to contact Services Australia to ensure that the payment arrangements I agree to in my deduction options can be made from my Income Management (IM) funds. I must notify the CEO (Housing) if I make changes to my housing payments through the Income Management (IM) portion of my Services Australia payment. 		

I understand for the Rent Deduction Scheme (RDS):

- Amount/s in my deduction options will be deducted from my Services Australia benefit funds through the Rent Deduction Scheme (RDS).

I understand for Income Management (IM) deductions and the Rent Deduction Scheme (RDS):

- It is my choice to have my housing payments deducted from my Services Australia 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 CEO (Housing) 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 CEO (Housing)
- If there are any changes to my housing payments, the amount/s deducted from my Rent Deduction Scheme (RDS) or Income Management (IM) funds may have to be adjusted and the CEO (Housing) will advise Services Australia directly of the adjustment required.

Full name			
Signature		Date	/ /

Disclaimer

The Department of Territory Families, Housing and Communities only collects personal information which is reasonably necessary, or related to, its functions and activities. If you do not provide the Department with the requested information, we may not be able to provide you with the services or assistance that you are seeking. The information collected will be handled as outlined in our Privacy Policy, which is available on [Information Privacy Policy](#) or can be requested by contacting the Department. By providing your personal information in this form, you consent to the collection, use, storage and disclosure of your personal information as described in our Privacy Policy. You have a right to access and correct any information about you. If you have any queries or concerns about how your personal information is collected and used, please contact the Legal and FOI Unit on (08) 89992602.

Office use only - Department staff to complete

IM	<input type="checkbox"/> Commence new deduction / <input type="checkbox"/> Cease existing deduction / <input type="checkbox"/> Vary existing deduction		
RDS	<input type="checkbox"/> Commence new deduction / <input type="checkbox"/> Cease existing deduction / <input type="checkbox"/> Vary existing deduction		
TMS Client number		TMS Account number	
TMS Group number		Department staff member name	
Comments			