



Authority for Rent Deduction



Please print in BLOCK LETTERS with a black or blue pen

If you are a tenant on Centrelink income, you are required to sign this form at sign up as a condition of the tenancy agreement and Centrelink will send your housing payments to the accounts you indicate below. In all other cases, tenants are encouraged to sign this form as the preferred way to pay your housing accounts. Please ensure that all relevant sections are completed, print and sign the Authorisation on this form. Send this form to your local DCJ office. For further information or assistance with this form, phone **1800 422 322**.

Your details

Title
 Mr, Mrs, Ms, Miss, Mx

Last name or family name

Given name (s)

Date of birth

Unit/House number Street/Avenue

Town/Suburb Postcode

Phone Mobile

Email address

Next payment date for Centrelink

Centrelink Reference Number

DCJ Client Reference Number

Your payment details

Payments usually start on the next available pay day of your Centrelink payment cycle. That is the date your payments will start. You must continue to make payments as you normally do until you receive a letter from Centrelink confirming when your payments will start.

What is the amount to be taken out of your Centrelink payments each fortnight?

Payment Reference Number	Type of Housing Payment	Amount from Centrelink Payment	Amount from Family Tax Benefit	Total
	Rent	\$	\$	\$
	Rent Arrears	\$	\$	\$
	Water	\$	\$	\$
	Water Arrears	\$	\$	\$
	Rental Bond	\$	\$	\$
	Repairs	\$	\$	\$
	Miscellaneous	\$	\$	\$
	Combined Former Debt	\$	\$	\$
	Extra Rent Payment	\$	\$	\$
	Extra Rental Bond Payment	\$	\$	\$

Other household member details

Title
 Mr, Mrs, Ms , Miss, Mx

Last name or family name

Given name (s)

Date of birth

Unit/House number Street/Avenue

Town/Suburb Postcode

Phone Mobile

Email address

Centrelink Reference Number

DCJ Client Reference Number

Other household member payment details

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DCJ Privacy Notice

This privacy notice applies to the Department of Communities and Justice (the Department). The Department together with its related agencies complies with NSW privacy legislation when collecting and managing personal and health information. The information we collect from you or from an authorised third party will be held by the program that collects it. It will be used to deliver services and to meet our legal responsibilities. We may also use your information within the Department as a whole to plan, coordinate and improve the way we provide services and may exchange your information with other social housing providers for the purpose of assessing your continuing eligibility for social housing and providing an appropriate service. The Department is also legally authorised to disclose information to outside bodies in certain circumstances.

Further information about your privacy rights can be found on the Department's website: www.facs.nsw.gov.au/site_information/privacy or by calling: 02 9377 6000 or by emailing: privacy@facs.nsw.gov.au.

Consent & Authority

Please read and sign the consent and the declaration below

Declaration

- I/we authorise DCJ to confirm information provided by me with any third party and for any such third party to provide DCJ any relevant documentation or information sought by DCJ when determining or supporting this authority.
- I/we authorise Centrelink to take out of my/our Centrelink payment, amounts in respect of my/our agreement with DCJ and pay the amounts stated above directly to DCJ.
- I/we understand that if my/our rent, or other amounts change, DCJ will tell Centrelink and the new amount will be taken out of my/our Centrelink payment from the next available pay date.
- Where my/our rental or water account has an outstanding debt balance of less than one hundred (\$100) dollars, I/we agree to an extra amount of up to ten (\$10) each fortnight in each account to be taken from my/our Centrelink payment until the balance is cleared.
- I/we agree in the event of my/our rental bond account falling into arrears, I authorise DCJ to increase my fortnightly payment by up to ten dollars (\$10) until the arrears are fully paid.
- I/we understand that it is my/our choice to have the above amounts deducted from my/our Centrelink payment and that I/we can withdraw from the scheme at any time.
- I/we agree that if a person other than the tenant contributes to payments that are the tenant's legal responsibility, no rights or claims against DCJ are conferred on that person.
- I/we agree that the rights and obligations of DCJ to any occupier of the property are not diminished in any way by the fact that current payments are received from Centrelink.

Please print and then sign this form

Your signature
or Authorised agent
or Legal Representative

X

Date

DD / MM / YYYY

Other household member's signature
or Authorised agent
or Legal Representative

X

Date

DD / MM / YYYY

Please note:

If you have difficulty making repayments, please contact your local Client Service Officer to discuss repayment options.

Declaration from person assisting tenant

Is there another person helping you to fill out this form?

Yes

No

If yes, that person should read and sign the declaration below

- I filled in this form on the basis of the information the applicant gave me.
- I have read out the form (including the section headed **Consent and Declaration**) and the answers to the applicant, who seemed to understand them.
- I understand there are penalties for giving false or misleading information.

Full name (please print)

Signature

Date

Contact phone number

Office Use Only

Date received

T-File number

Received by

New application (N) or Variation (V)

Deduction authority number (tenant)

Deduction authority number (other)

Officer's name and position (please print)

Signature

Date