



RENT DEDUCTION SCHEME (RDS) AUTHORITY FOR HOUSING PAYMENTS

Please complete this form if you want Centrelink to send your housing payments directly to the Department of Housing.

Please ensure that you sign the Authorisation on the second page of this form and return to your nearest Housing Service Centre.

About you	
Surname (Family name)	
Given names	
If you use a different name with Centrelink, please state it here	
Date of birth	
Your Centrelink Reference Number CRN	This number can be found on your Health Care Card, Pension Concession Card or Centrelink correspondence.
Type of Centrelink payment	
Your rental address	
	Suburb/Town
	State: Queensland Postcode
Your telephone number	Home () Work ()

About your payments to the Department of Housing			
What date do you want the deductions to start?	<div style="display: flex; justify-content: space-around; align-items: center;"> / / </div>		
Centrelink will send you a letter advising you of the date the direct deductions will commence.			
Please continue to make your payments in the usual way until you receive this advice. You must ensure that your rent payments are up to date when the deductions commence.			
You can choose to pay your rent based on a fixed amount or percentage of rent.			
The department will credit your payments to the account/s you have indicated below:			
AMOUNT TO BE TAKEN OUT OF YOUR CENTRELINK PAYMENT EACH FORTNIGHT			
Type of payment	Fortnightly Fixed Amount (\$)	Percentage (%)	Payment Reference No.
Rent			
Rent arrears repayment		Not applicable	
Maintenance/other repayments		Not applicable	
Extra payments		Not applicable	

Authorisation

- I authorise Centrelink to take out of my pension payment each fortnight the amount/s stated above and pay them directly to the Department of Housing. These amounts relate to my agreement with the department.
- I understand that it is my choice to have the above amounts deducted from my Centrelink pension, and that I can withdraw from the scheme at any time.
- I agree that Department of Housing may provide the answers on this form to Centrelink and confirm, where necessary, information I have provided on this form with Centrelink .
- I understand that if the household rent changes, the Department of Housing will tell Centrelink and the new amount will be taken out of my pension payment from the next available payday, based on the percentage proportion as stated on this form.
- I understand that if there is more than one person having payments deducted for rent, any change to the amount to be deducted will be divided in the same percentage proportion as stated on this form unless otherwise advised by me.
- I understand that if the household rent changes and I have stated a fixed rent amount on this form, the fixed amount stated on this form will continue to be deducted unless otherwise advised by me.
- I agree that if a person other than the tenant contributes to payments that are the tenant's legal responsibility, no rights or claims against the Department of Housing are conferred on that other person.
- I agree that the Department of Housing rights or obligations to me or any other occupant of the property are not diminished in any way by the fact that housing payments are received from Centrelink.
- I agree that any credit due at the end of a Department of Housing tenancy can be paid to any person whose name was on the State Tenancy Agreement as a tenant of the property.

Your signature

Date: ____ / ____ / ____

**PLEASE SIGN THE
AUTHORITY FORM**

Privacy Notice

The Department of Housing is collecting your personal information so we may provide you with housing assistance. To assist you with your housing needs and services, your personal information may be disclosed to partner agencies, service providers, local governments and non-governmental agencies that now, or will, provide you with housing and/or 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.housing.qld.gov.au.

Other things that are important

- Any information you give may be used by Centrelink to check that you are getting your correct entitlement.
- If you have applied to receive a Centrelink payment but have not yet been paid, wait until you start getting paid before completing this form.
- To avoid any difficulties with this deduction, you should immediately advise Centrelink of your new address if you just moved.
- These deductions will continue until you advise in writing either the Department of Housing or Centrelink to stop them.

Housing Service Centre use only

Date form received: ____ / ____ / ____

New application: Transfer:

Processing officer's name: _____

Date entered in Reside: ____ / ____ / ____

Please return completed form to your nearest Housing Service Centre.