**CHANGE OF PERSONAL DETAILS FORM**

This form is to ensure you are receiving the most appropriate accommodation for your circumstances. As a tenant in department provided housing, it is your responsibility to provide accurate and timely information if personal circumstances change that may affect your eligibility to remain in subsidised housing. Changes in circumstances will not automatically mean you are ineligible for housing. It may result in no change, or there may be a property better suited to your circumstances. In instances where you are no longer eligible for housing, adequate notice will be provided to seek alternate housing. This decision can also be appealed. Please consult with your Local Accommodation Committee/Principal who can refer the matter to regional Human Resources. Please refer to the [Teacher housing policy](https://ppr.mpe.qed.qld.gov.au/pp/teacher-housing-policy) and [Teacher housing procedure](https://ppr.mpe.qed.qld.gov.au/pp/teacher-housing-procedure) for further information.

**Section 1 - Personal details**

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| **Full Name:** | **Employee ID No:**       | **Gender:** |
| [ ]  Male | [ ]  Female |
| **Current school (if applicable):**      | **Current job (if applicable):** [ ]  Principal (incl. heads of campus, deputy principals) [ ]  Teacher (incl. guidance officer)[ ]  Non-teaching school-based staff (e.g. teacher aide, preservice teacher, business manager, grounds person, chaplain) | **Current job status:**[ ]  Permanent [ ]  Temporary |
| **Contact numbers:**  | Work:       | Home:       | Mob:       |
| **Current addresses:** | Street:       | Email:       |
| **Has there been a change in personal circumstance provided on your application form?** | Yes[ ] Go to Section 2 | No [ ] Go to Section 4 |

**Section 2 – Change**

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| **Questions** | **Yes** | **No** | **Next step (if yes)** |
| **1. Has your position changed at the school**N.B: if you are moving locations, you will need to complete a new teacher housing application | [ ]  | [ ]  | Go to Section 3A |
| **2. Are you going on extended leave?*****Note:*** *Alternate rent payments for unpaid leave will need to be address by the* [*Tenant direct debit authorisation form*](https://intranet.qed.qld.gov.au/Services/facilities/Forms/Documents/tenant-direct-debit-authorisation.docx) *(DoE employees only).* | [ ]  | [ ]  | Type of leave:       Date:       **/      /** to      **/      /**Please provide details and go to Section 4 |
| **3. Have you or a related household member acquired a private dwelling you could reasonably live in within 50 minutes by road of the school since commencement of your current tenancy?** | [ ]  | [ ]  | Go to Section 4 and attach property details (including address and date acquired) to form |
| **4. Are you planning an increase in the number of residents?** | [ ]  | [ ]  | Go to Section 3B |
| 1. **Do you wish to be considered for larger housing?**
 | [ ]  | [ ]  |
| **5. Has there been a decrease in the number of residents?** | [ ]  | [ ]  | Go to Section 3C |
| **7. Other**  | [ ]  | [ ]  |       Please provide details and go to Section 4 |

**Section 3 – Details**

**3A – New position**

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| **New job:** [ ]  Principal (incl. heads of campus, deputy principals) [ ]  Teacher (incl. guidance officer)[ ]  Non-teaching school-based staff (e.g. teacher aide, preservice teacher, business manager, grounds person, chaplain) | **New job status:**[ ]  Permanent [ ]  Temporary  |
| **New job start date:**       **/** **/**  | **New job end date (for temporary staff):**       **/**       **/**  |

3B – New occupants

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| LIST ALL NEW OCCUPANTS WHO PLAN TO RESIDE IN DEPARTMENTAL HOUSING |
| Name of all ADULT occupants who will live at residence: | Smoker? | Ages and gender of any CHILDREN who will live at residence: |
| Adult 1. NAME | [ ]  Yes | [ ]  No | Child 1. AGE | [ ]  Male  | [ ]  Female  |
| Adult 2. NAME | [ ]  Yes | [ ]  No | Child 2. AGE | [ ]  Male  | [ ]  Female  |
| Do any household members have a diverse ability or reasonable adjustment that requires consideration when allocating a residence?[ ]  No[ ]  Yes (please specify):       |

If the new occupants are not family members, the department cannot guarantee larger housing. Permission needs to be sought from the LAC/principal before non-family members move in.

3C – Leaving occupants

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| LIST ALL OCCUPANTS WHO NO LONGER RESIDE IN DEPARTMENTAL HOUSING |
| Name of all ADULT occupants who LEFT residence: | Ages of any CHILDREN who LEFT residence: |
| Adult 1. NAME | Child 1. AGE |
| Adult 2. NAME | Child 2. AGE |

**Section 4 - Declaration**

1. I declare all the information supplied on this form is true and correct.
2. I declare that I am responsible for the accuracy of the information provided in this application and will abide by the department’s Teacher housing policy and procedure.
3. I declare that I meet the eligibility criteria for teacher housing as stated in the department’s Teacher housing policy and I agree to notify my principal, the Local Accommodation Committee and/or HR if there is any change in my personal circumstances that may impact on my eligibility for subsidised teacher housing.
4. I declare that I have read and understand the FBT advice and the Privacy Statement below relating to the use of information contained in this form and how the information supplied will be stored, accessed, used and disclosed by the department.
5. I declare that I am responsible for all tenancy payments including rent and any damages to the premises during the tenancy, which is in addition to fair wear and tear.

**Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date:**       **/      /**

**Privacy Statement**

The Department of Education is collecting your personal information under the *Residential Tenancies and Rooming Accommodation Act 2008* (Qld) in accordance with the *Information Privacy Act 2009* (Qld), for the purpose of determining your eligibility for subsidised teacher housing. The information provided will only be accessed by authorised employees within the department. Some of this information may be disclosed to third parties for the purpose of managing your tenancy and for the recovery of any outstanding payments owing in relation to your tenancy. Your information will not be given to any other person or agency unless you have given consent or we are required by law.

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| Return to your LAC/principal who will forward onto regional HR if there are changes to eligibility to reassess. |
| Date received by LAC/principal:       /      /       | Date received by regional HR:       /      /       |

**Regional HR use only: (only if eligibility is to be reassessed)**

If eligibility needs to be reassessed, please refer to the relevant section for considerations and actions.

**Extended leave**

As per the eligibility requirements outlined in the Teacher housing policy:

*Tenants occupying subsidised housing are eligible to retain subsidised rental rates whilst on leave (paid or unpaid) up to 12 months. In special circumstances, discretion may be applied to allow a teacher to remain in housing after the 12 months of paid or unpaid leave. For any extension of tenancy granted beyond the 12 months of continuous leave, tenants will no longer be eligible for subsidised rent and will be required to pay the market rate if they wish to remain in teacher housing. In these circumstances, tenants will only be allowed to remain in the property at full market rate where:*

* *There is no requirement for the property to be allocated to support an incoming eligible teacher or other government employee (where housing stock is owned or held by another government agency); and*
	+ *The property is still available for lease (i.e. housing leased from the private rental market may be subject to sale or renovation).*

Please note confidentiality requirements as the LAC may not have knowledge as to why and what leave the tenant has accessed. Seek advice to determine if the property is needed to support an incoming teacher and whether it would be appropriate for them to remain in the area.

Confirm:

[ ]  the property is not needed to support an incoming teacher; and

[ ]  the teacher is eligible to remain at a full market rental rate.

Is there anything else to be considered?

**Property**

As per the eligibility requirements outlined in the Teacher housing policy,

*the teacher and/or related household member does not own a private dwelling that they could reasonably occupy within 50 minutes by road of their place of employment at any time during their period of employment in that location.*

Reasonably occupy would imply that there is a house in a state able to be occupied and that the tenant can legally occupy it.

Looking at the provided property detail, could the teacher reasonably occupy the property? INSERT DECISION

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| [ ]  **Not Eligible** | Inform applicant | Date informed:       /      /       |
| Forward advice to LAC/principal | Date informed:       /      /       |

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| [ ]  **Eligible**  | Inform applicant | Date informed:       /      /       |
| Forward advice to LAC/principal | Date informed:       /      /       |

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| Name of assessor: |       |
| Signature: |       | Date: |       /      /       |
| Position / Title: |       |