# Housing Allocation Form

For the Local Accommodation Committee or Principal to complete once application and eligibility advice is received from regional Human Resources. See [Teacher housing procedure](https://ppr.mpe.qed.qld.gov.au/pp/teacher-housing-procedure) for more information.

## Section 1 – Applicant details

|  |  |  |  |
| --- | --- | --- | --- |
| **Applicant name:** |  | **Employee ID:** |  |
| **School:**  |  | **Position:**  |  |
| **Eligibility advice from HR received:** | Date:       **/      /** | **Date considered:** | Date:       **/      /** |
| [ ]  Housing available – go to Section 2 |
| [ ]  No housing available - Contact regional HR to see if temporary board and lodging is appropriate. If there is a requirement of additional teacher residences complete the [New or replacement housing submission](https://intranet.qed.qld.gov.au/Services/facilities/Forms/Documents/lac-submission-new-replacement-housing-form-n.pdf). (DoE Employees only) | Date:       **/      /** |

## Section 2 – Details of housing

|  |  |
| --- | --- |
| Residence address:       | Housing type:       *E.g. house, unit, townhouse, duplex* |
| No. of bedrooms:       |
| Owner:       *E.g. GEH, DoE, private* | Agent *(if private)*:       |
| Tenancy offered:      *E.g. sole or multi* | Term of tenancy:       *I.e. Periodic or fixed term*If fixed, specify dates: From:       **/      /** To:       **/      /** |
| Rent per fortnight: $       |
| **Furniture entitlement:**N.B furniture kits are generally only provided to multi-tenanted properties in remote areas. Check with your local Regional Infrastructure Manager to see if eligible.  | [ ] Not eligible[ ] Eligible – note furniture provided  | [ ]  Fridge[ ]  Freezer [ ]  Washing machine[ ]  Dining suite | [ ]  Lounge suite[ ]  Book case[ ]  Desk and chair[ ]        |
| **Request for pets?** | [ ]  Yes[ ]  No | *If yes provide appropriate form depending on owner -* [*DoE owned housing*](https://intranet.qed.qld.gov.au/Services/facilities/Forms/Documents/doe-pet-application-form.docx) *(DoE employees only),*  [*GEH*](http://hpw.govnet.qld.gov.au/geh/Tenancy%20Management/12.%20GEH%20Pet%20Application.pdf) *owned housing which will need to be acquired from the Real estate agent). To be finalised before occupancy and tenant notified of outcome.* |
| Additional special terms of tenancy:       |
| Responsible officer | Name:       |
| Signature:  | Date:       **/      /** |
| Date of offer to applicant:       **/      /** | Accepted: | Y / N | Date:       **/      /** |
| If accepted then proceed with paper to start tenancy (refer Managing teacher housing in your location) |