

## TEACHER HOUSING APPLICATION FORM

Refer to the [Teacher housing policy](#) and [Teacher housing procedure](#) for further information including eligibility criteria, responsibilities and processes, and rental rates.

Once completed, submit this form to the Local Accommodation Committee/Officer (LAC/O), in the locality, for the school you will be working at.

Existing tenants with changed circumstances should complete and submit the [Change of personal details form](#).

### 1. Personal and employment details

<b>Full Name:</b>		<b>Employee ID No:</b>	
<b>Current address:</b>		<b>Preferred phone:</b>	
		<b>Preferred email:</b>	
<b>School:</b>		<b>Region:</b>	
<b>Position:</b> <input type="checkbox"/> Principal (incl. heads of campus, deputy principals) <input type="checkbox"/> Teacher (incl. HOD, HOSES, GO) <input type="checkbox"/> School support staff or pre-service teacher/intern (e.g. teacher aide, business manager)		<b>Employment status:</b>  <i>Casual employees are not eligible to apply for teacher housing</i>	<input type="checkbox"/> Permanent  <input type="checkbox"/> Temporary
<b>Commencement date at location:</b>		<b>End date (temp staff only):</b>	

<b>Property Ownership</b>	I or members of my household own a private dwelling within 50 minutes by road to the place of my employment. If YES, provide the address details: <input type="text"/>	<input type="checkbox"/> Yes	<input type="checkbox"/> No
<b>Do you or any household members have a diverse ability or reasonable adjustment that requires consideration when allocating a residence?</b> If Yes, please specify: <input type="text"/>		<input type="checkbox"/> Yes	<input type="checkbox"/> No
<b>Do you have pets that you intend to have living with you?</b> If Yes, please specify type and breed: <input type="text"/>		<input type="checkbox"/> Yes	<input type="checkbox"/> No
<b>N.B.</b> If seeking to have a pet in teacher housing you will need to complete and submit the <a href="#">Request for approval to keep a pet in a rental property Form (RTA Form 21)</a> , once you have been allocated housing. The department will make every effort to accommodate applications for pets however you may not be able to have pets living with you in departmental housing if no suitable tenancies are available.			

### 2. Tenancy type

Please tick the box that best represents your planned living circumstances and go to the corresponding section. Other occupants should only be included where teacher housing allocated to you will also be their principal place of residence.

<input type="checkbox"/>	<b>A single applicant</b>	You are entitled to multi tenancy	Go to Declaration and Agreement section (include any additional information in Section 4 where relevant)
<input type="checkbox"/>	<b>A Principal or Deputy Principal</b>	You are entitled to sole tenancy	Go to section 3 Sole tenancy
<input type="checkbox"/>	<b>A couple</b>		
<input type="checkbox"/>	<b>A family with dependants</b>		



Below is a guide of what tenants may receive however, property is allocated based on available stock at the centre by the LAC/principal:

Number of bedrooms	Type of tenant
1 bedroom	A single person OR A couple
2 bedrooms	2 single people sharing OR Family with 1 – 2 dependants
3 bedrooms	3 single people sharing OR Family with 2 – 4 dependants
4(+) bedrooms	4(+) single people sharing OR Family with 3 – 6 (+) dependants

### 3. Sole tenancy (Principal/Deputy Principal, Couple or Family application)

LIST ALL OCCUPANTS WHO WILL RESIDE IN TEACHER HOUSING (including yourself)				
Name of all ADULT occupants who will live at residence:	Smoker?		Age and gender of any CHILDREN who will live at residence:	
Adult 1. NAME	<input type="checkbox"/> Yes	<input type="checkbox"/> No	Child 1. Age:	Gender:
Adult 2. NAME	<input type="checkbox"/> Yes	<input type="checkbox"/> No	Child 2. Age:	Gender:
Adult 3. NAME	<input type="checkbox"/> Yes	<input type="checkbox"/> No	Child 3. Age:	Gender:
Adult 4. NAME	<input type="checkbox"/> Yes	<input type="checkbox"/> No	Child 4. Age:	Gender:

### 4. Additional information (if relevant)

COMMENTS:

### Fringe Benefit Tax Advice – Teacher Housing Application Form

- The department will only accept responsibility for the payment of Fringe Benefit Tax (FBT) on benefits provided to eligible employees.
- Housing benefits provided to employees in non-remote areas incur an FBT liability for the department and may result in a Reportable Fringe Benefit Amount (RFBA) for an employee. The RFBA is included on the employee's annual payment summary and must be reported on their annual income tax return.
- RFBA is not included in your assessable income (no income tax is payable). However, the RFBA is used by other government agencies when assessing your eligibility for certain transfer payments, tax concessions and surcharges. For example, Higher Education Loan Program (HELP) repayments, child support obligations, Medicare levy surcharge, deduction for personal superannuation contributions and entitlement to certain income-test government benefit (family tax benefits). You should seek external professional financial advice on whether a RFBA impacts you personally.
- Further information and assistance can be found on the [Taxation OnePortal – FBT page](#). (DoE Employees only)

### Declaration and Agreement

- I declare all the information supplied on this form is true and correct.
- I declare that I am responsible for the accuracy of the information provided in this application and acknowledge and will abide by the department's Teacher housing policy and procedure.
- I declare that I and/or other related household member do not own a private dwelling within 50 minutes from place of employment.
- I declare that I will notify my principal, the Local Accommodation Committee and/or regional HR (People Branch) team if there is any change in my personal circumstances that may impact on my eligibility for subsidised teacher housing.
- I declare that I understand that I may be required to move during my tenancy (required move) to make best use of housing stock.
- I agree that I will cease to be entitled to occupy the premises if (a) my employment with the department or at the location ends; (b) the department reallocates the premises to someone else (required move) or (c) I am no longer eligible for teacher housing, in accordance with the criteria in the department's Teacher Housing Policy and Procedure (as amended from time to time).
- 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.
- 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.

Applicant signature: \_\_\_\_\_ Date: \_\_\_\_\_



Once completed, submit this form to the Local Accommodation Committee/Officer (LAC/O), in the locality, for the school you will be working at.

### 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.

### Office use only:

Date received:  /  /

Teacher housing eligibility is contingent on the following criteria. If the applicant does not meet all criteria, they are not eligible for teacher housing.

The applicant meets the following criteria:	Tick all applicable
<ul style="list-style-type: none"> <li>An employee of the department who is a public service officer or a temporary employee engaged under the <a href="#">Teaching in State Education Award – State 2016</a>;</li> </ul> <b>OR</b> <ul style="list-style-type: none"> <li>The applicant is a preservice teacher or an employee of the department in a school support role deemed essential: INSERT REASON</li> </ul>	<input type="checkbox"/>
<ul style="list-style-type: none"> <li>The teacher has been transferred or appointed to a location with a transfer rating of TR4 - TR7;</li> </ul> <b>OR</b> <ul style="list-style-type: none"> <li>The teacher has been approved by regional HR (People Branch) for special consideration for allocation of teacher housing to meet the following government service or need: INSERT REASON</li> </ul>	<input type="checkbox"/>
<b>Property Ownership</b> The applicant has signed the declaration confirming that they or any household members do not own a private dwelling within 50 minutes of their place of employment.	<input type="checkbox"/>

<input type="checkbox"/> <b>Not Eligible</b>	Date applicant advised:	<input type="text"/> / <input type="text"/> / <input type="text"/>
<input type="checkbox"/> <b>Eligible</b>	Date applicant advised:	<input type="text"/> / <input type="text"/> / <input type="text"/>
	Forward application to LAC/principal*	Date informed: <input type="text"/> / <input type="text"/> / <input type="text"/>
<input type="checkbox"/> <b>Eligible with special conditions</b>	Inform applicant*	Date informed: <input type="text"/> / <input type="text"/> / <input type="text"/>
	Forward application to LAC/principal*	Date informed: <input type="text"/> / <input type="text"/> / <input type="text"/>
<b>Special Conditions</b> <input type="checkbox"/> Reduced duration _____ Date ending <input type="text"/> / <input type="text"/> / <input type="text"/> <b>Required action leading to date ending:</b> <input type="checkbox"/> Terminate <input type="checkbox"/> Review <input type="checkbox"/> Other <b>Rent to be applied:</b> <input type="checkbox"/> Full Market <input type="checkbox"/> Sole <input type="checkbox"/> Multi <input type="checkbox"/> <input type="checkbox"/> Subsidised <input type="checkbox"/> Sole <input type="checkbox"/> Multi <input type="checkbox"/>		

Name of decision maker:			
Signature:		Date:	<input type="text"/> / <input type="text"/> / <input type="text"/>
Position / Title:			

