



# APPEALS FORM

**1. Appeal Type** please tick (✓) box to indicate what your appeal is about

**Transfer**

- Eligibility for general transfer
- Eligibility for priority transfer
- Locational need
- Relocation of tenant for management purposes
- Housing entitlement if granted transfer

**Rental Subsidy Assessment**

- Calculations, changes to or cancellation of a rental subsidy

**Modification of Property**

- Need for modification for disability/medical reasons (not maintenance or upgrade issues)
- Tenant improvement of property reimbursement

**Absence From Dwelling**

- Permission to be absent and rent calculations

**Joint Tenancies**

- Eligibility for joint tenancies

**Offer of Property-Transfer**

- Whether reasonable offer made and if the offer counted for purposes of offer policy

**Fixed Term Leases**

- Conditions and renewal eligibility

**Head Leasing**

- Relocating tenants to other social housing at expiry of head-lease. *Tenants cannot appeal about obtaining head-lease housing.*

**Additional Occupants**

- Approval of additional occupants

**Tenant Charges**

- Charges at vacating the dwelling where not covered by a CTTT decision

- Other:** \_\_\_\_\_

**2. Your Details**

Name:			
Address:			
Phone/Mobile:		Email:	

**3. Appeal Details** (What decision did we make that you want changed?)


**4. Information**

a) Have you already discussed this matter with a staff member?  Yes  No

Comments: \_\_\_\_\_

\_\_\_\_\_

b) Were you told why the decision was made?  Yes  No

\_\_\_\_\_

\_\_\_\_\_

<b>5. Resolution Required</b> (What do you want us to do?)

<b>6. Additional Details</b>
<i>It may be helpful to:</i>
<ul style="list-style-type: none"> <li>• Provide any additional information; or</li> <li>• Further explain why you believe the decision should be changed</li> </ul>

**OFFICE USE:**

<i>Date Lodged:</i>		<i>Date Reviewed:</i>	
Copy in Client's File (date):		Posted to Client (date):	

Appeal Outcome:

Decision stayed  
 Decision retracted  
 Further information required i.e. documents, invoices etc.

<u>Comments:</u>	

<i>Staff signature:</i>		<i>Date:</i>
<i>Position:</i>		
<i>CEO signature:</i>		<i>Date:</i>