

# Employer's declaration form

## Section A - tenant/applicant/household member to complete

Rental application/agreement number \_\_\_\_\_

Name \_\_\_\_\_

## Section B – your employer/s to complete this section to supply evidence of your income

Name of employer \_\_\_\_\_

Occupation of the person named in section A \_\_\_\_\_

Permanent  Temporary  Casual  Fulltime  Part-time

Date employment began \_\_\_/\_\_\_/\_\_\_ Date employment ceased \_\_\_/\_\_\_/\_\_\_ (if applicable)

### Income received – fulltime and permanent part-time

Gross weekly wage/salary \$ \_\_\_\_\_ Paid since \_\_\_/\_\_\_/\_\_\_

Please do not include other income e.g. overtime, bonuses, allowances, etc, see 'other income' section below.

### Income received – casual / part-time

This pay \$ \_\_\_\_\_ Last pay \$ \_\_\_\_\_ Total last 6 weeks pay \$ \_\_\_\_\_ Paid since \_\_\_/\_\_\_/\_\_\_

Please do not include other income e.g. overtime, bonuses, allowances, etc, see 'other income' section below.

Other income	This pay \$	Last pay \$	Last six weeks pay \$
<b>Commission/s</b>			
<b>Work allowances</b> <small>(excluding allowances that are reimbursements for job expenses e.g. travel, tools or clothing)</small>			
<b>Overtime</b>			
<b>Bonuses</b>			
<b>Fringe benefits</b> <small>(if paid as part of salary sacrifice only)</small>			
<b>Holiday pay</b>			
<b>Leave loading</b>			
<b>Other</b>			

### Personal Information Privacy Notice

The Department of Housing is collecting personal information on this form to provide you with housing assistance or assess grant funding applications. This is authorised by the *Housing Act 2003*. To assist you with your housing needs and services, relevant personal information may, in very limited and specific circumstances, be disclosed to: Queensland Health; Department of Communities; Department of Child Safety; Disability Services Queensland; Department of Public Works; and the non-government agencies that now, or will, provide you with housing and/or support services. Limited personal information may be used for housing related research, policy or planning functions. Unless authorised or required by law, your personal information will not be passed on to any other third party without your consent. More information about the department's privacy policy is available on our website at: [www.housing.qld.gov.au/footer/privacy.htm](http://www.housing.qld.gov.au/footer/privacy.htm).

### Declaration - employer/company representative to sign

Signature \_\_\_\_\_ Company \_\_\_\_\_

Date \_\_\_/\_\_\_/\_\_\_ Position held in company \_\_\_\_\_

Phone number \_\_\_\_\_