

Government Employee Housing Direct Tenancy Leasing

Employee/tenancy notification with salary rental deduction for commencement or cessation of a dwelling

Please fax this form to the Tenancy Manager, Government Employee Housing promptly to ensure timely salary rental deduction. Fax (08) 8999 4771.

Government Employee Details (essential to complete)

Surname..... Given Name/s.....
 Position Designation.....
 Employing Department.....
 AGS Number.....
 Employee Rent Payable.....
 (per fortnight)
 Rent Payable Effective from.....
 Telephone.....
 Fax.....

<p>Rental Adjustment Total amount owing \$..... To be deducted overpays To commence on Employee Authorisation Signature.....</p>
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Accommodation Details (Desirable to complete - locality of dwelling will assist processing)

Region..... Lot No.....
 Locality..... Dwelling/Asset No.....
 Address.....
 Date of occupation..... Date of Cessation.....

Employee Authorisation

Signature.....

FOR OFFICE USE ONLY: HOUSING STAFF ARE TO FAX THIS FORM TO THE RELEVANT DCIS SALARY TEAM TO COMMENCE THE EMPLOYEE'S RENTAL DEDUCTOIN.
 TMS Tenant Account Number.....Deduction Code RM0615