



# Refund Request Form

## Purpose

Complete this form if you are a tenant and you want to request a refund from your Housing Authority tenancy account.

- All fields must be completed before the refund is processed
- It is your responsibility to ensure the bank account details you provide to the Housing Authority are correct
- A cheque will be issued if the account details are incorrect and the bank rejects the funds transfer
- Refunds can only be made to the tenant
- The Department of Housing and Works or the Housing Authority will not be held responsible for any delays in processing the refund

## Personal Details

Mr ☐ Mrs ☐ Miss ☐ Ms ☐ Other

Surname

First Name

Second Name

Contact Address

Street Number

Street Name

Suburb / Town

State

Postcode

Phone

Email

Please indicate from which account you would like the refund to be made:

Rent ☐ Water ☐ Repairs ☐

Other - please specify

Refunds requested for a joint tenancy, require one signature only. Funds will be credited to the joint tenant signing this form. Any onward distribution of the funds is a matter between joint tenants listed on the lease.

## Bank Details

Bank, Building Society or Credit Union Name

BSB Number

Account Number

Account Name

Amount to be refunded

Signature (Applicant)

Date

## Office Use Only

Tenant Customer Reference No.

Processing Officer Name

Processing Officer Signature

Date

Financial system updated? Yes ☐