

Appeal Request Form

For Applicants and Tenants

In a range of circumstances, Applicants and Tenants can appeal a Home in Place decision that affects their entitlements, or if they believe an incorrect decision was made because:

- Inadequate consideration was given to their individual circumstances; or
- The decision was made contrary to HOME in PLACE's policy; or
- The decision involved a poor interpretation of HOME in PLACE's policy; or
- The procedure used to reach the decision was not fair and correct.

Please refer to HOME in PLACE's [Complaints and Appeals Flyer](#) for details on appealable decisions.

| Your details | | | |
|--------------|--|--------|--|
| Name | | | |
| Address | | | |
| Phone | | Mobile | |
| Email | | | |

The Decision you would like to appeal

Please explain in as much detail as possible, what decision you would like to appeal

If insufficient space, please use additional page at the end of this document.

Please state the resolution you requested, and what you understood HOME in PLACE's decision to be

If insufficient space, please use additional page at the end of this document.

Have you asked HOME in PLACE's staff for an informal review of that decision

YES NO

If yes, please advise when this was and who was involved:

Further information which may help resolve this matter

If insufficient space, please use additional page at the end of this document.

Privacy Notification and Consent

HOME in PLACE collects your personal information in accordance with our Privacy Policy, which is available upon request. We collect your personal information in order to administer your application or tenancy. We may share your information with any such organisations as may be necessary to carry out this function. Failure to provide this information may affect HOME in PLACE's ability to properly administer your application/tenancy. You may access, change or update your personal information we hold about you, subject to the Privacy Act 1988 (Cth), by contacting HOME in PLACE.

Having read and understood the above information, I consent to my personal information being used:

| | | | |
|---------------|--|-------------|--|
| Signed | | Date | |
|---------------|--|-------------|--|

Appellants will be advised of the outcome in writing which will detail reasons for that outcome.

Additional page if required:

Continued from Section