

## **Incident Diary**

To be completed by a person who is experiencing serious ongoing or persistent problems with a HOME in PLACE Tenant. Please mark relevant boxes with a  $\boxtimes$  if you need more room to answer any questions, please include details on a separate page and attach to this form.

Inc	ident 1		Date		Time	
		Title: Mr, Mrs, Ms, Miss				
		Last / Family Name				
1.	Name and address of	Given Name (s)				
	the person(s) involved	Unit/House number	Street Nam			
	in the incident	Town / Suburb			Postcode	
		Phone #		Mobile #		
		Email Address				

- 2. Where did the incident Occur?
- 3. What Happened?

NOTE: please keep information factual and concise

4. Did anyone witness the i	ncident?	Yes		No		
	Title: Mr, Mrs, Ms, Miss			· · · · · ·		
	Last / Family Name					
If YES, please complete	Given Name (s)					
details, if NO please move	Unit/House number	Street name				
to next section	Town / Suburb			Postcode		
	Phone #		Mobile #			
	Email Address					

5. Did you report the incide	Yes	No		
If YES, please provide details, if NO please move to next section		Date	Time	
	Police Station			
	Event Number			
	Name of Officer			
6. Did police attend the incident?		Yes	No	

7.	If police attended, did	N/A 🗆		Yes	No	
	they advise they were	Provide details of action				
	taking any action?	taken, if any.				
	·					
8.	8. Did you make a statement to Police?			Yes	No	

NOTE: if there are further incidents, please continue to incident 2, if not please go to Consent and Declaration Section

 Title
 Incident Diary Form QLD
 FOR-5105
 Version
 V2.0
 Date Created
 25/02/2021
 Date Reviewed
 26/04/2022
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Incident 2	Date		Time		
	Title: Mr, Mrs, Ms, Miss				
	Last / Family Name				
1. Name and address of	Given Name (s)				
the person(s) involved	Unit/House number		Street Name		
in the incident	Town / Suburb			Postcode	
	Phone #		Mobile #		
	Email Address				

2. Where did the incident Occur?

# 3. What Happened? NOTE: please keep information factual and concise

4. Did anyone witness the in	Yes		No			
	Title: Mr, Mrs, Ms, Miss		·	·		
	Last / Family Name					
If YES, please complete	Given Name (s)					
details, if NO please move	Unit/House number		Street name			
to next section	Town / Suburb			Postcode		
	Phone #	Mobile #				
	Email Address					

5. Did you report the incident to the Police?		Yes		No	
If YES, please provide details, if NO please move to next section		Date		Time	
	Police Station		·	·	
	Event Number				
to next section	Name of Officer				

6.	Did police attend the incident?			Yes		No		
7.	If police attended, did	N/A		Yes		No		
	they advise they were	Provide de	tails of action					
	taking any action?	taken, if any.						
8.	Did you make a statement to Police?			Yes		No		

NOTE: if there are further incidents, please continue to incident 3, if not please go to Consent and Declaration Section

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Incident 3	Date		Time		
	Title: Mr, Mrs, Ms, Miss		·		
	Last / Family Name				
1. Name and address of	Given Name (s)				
the person(s) involved	Unit/House number		Street Name		
in the incident	Town / Suburb		·	Postcode	
	Phone #		Mobile #		
	Email Address		·	·	

2. Where did the incident Occur?

#### 3. What Happened?

NOTE: please keep information factual and concise

4. Did anyone witness the i	ncident?	Yes		No		
	Title: Mr, Mrs, Ms, Miss			•		
	Last / Family Name					
If YES, please complete	Given Name (s)					
details, if NO please move	Unit/House number	Street name				
to next section	Town / Suburb			Postcode		
	Phone #		Mobile #			
	Email Address					

		No	
If YES, please provide	Date	Time	
details, if NO please move Police Statio	on		
to next section Event Numb	er		
Name of Offic	er		

6.	Did police attend the incident?			Yes	No	
7.	If police attended, did	N/A		Yes	No	
	they advise they were	Provide de	etails of action			
	taking any action?		taken, if any.			
8.	Did you make a statemer	nt to Police?		Yes	No	

### NOTE: if there are further incidents, please include details on a separate page and attach to this form, if not please go to Consent and Declaration Section

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### **Privacy Notice**

### **Consent and Declaration**

If you are prepared to give evidence to the QLD Civil and Administrative Tribunal (QCAT), please read and sign the notice below. If you are not prepared to give evidence this may limit HOME in PLACES ability to successfully take action at the QCAT.

### **Consent and Authority**

- I am prepared to give evidence to the QLD Civil and Administrative Tribunal.
- I also authorise HOME in PLACE to confirm information provided by me with any third party and/or any such third party to provide HOME in PLACE with any relevant documentation or information sought by HOME in PLACE when determining or supporting this statement

Full Name (Please Print)	
Signature	
Date	

### Declaration

- To the best of my Knowledge, the information provided in this form is correct.
- I understand there are penalties for giving false or misleading information.

### Declaration from person assisting witness/complainant

Is there another person assisting ye		Yes		No			
NOTE: if you answered YES, please have that person read and sign the below declaration							
<ul> <li>I filled in this form based on</li> </ul>							
the information the	Full Name (Please Print)						
complainant/witness gave							
me.							
<ul> <li>I have read out the form and</li> </ul>	Signature						
the answers to the							
complainant/witness who							
seemed to understand	Date						
them.							
<ul> <li>I understand there are</li> </ul>							
penalties for giving false or	Contact Phone Number						
misleading information							

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