# Queensland Government

## Housing Register Advice Form – Community Housing
*Housing Service Provider and Department of Housing*

**Offers advice** ☐                    **Exit advice** ☐

### Service provider details

| | |
|---|---|
| Provider name: | Contact name |
| Telephone number: | Fax number: |
| Email address: | |

### Vacant property details

| | |
|---|---|
| House/unit number: | Street address: |
| Suburb: | Postcode |
| Unique property identifier (UPI): | Program |

Describe communal facilities (if any)

### Outcome of referral - Community housing programs

| Application number: | Applicant name: |
|---|---|

Accepted ☐   Not offered /Offer withdrawn ☐   Housing not required ☐   Refused ☐ *complete Applicant response* *

| Offered on: | *Applicant response: |
|---|---|

Comments:

| Application number: | Applicant name: |
|---|---|

Accepted ☐   Not offered /Offer withdrawn ☐   Housing not required ☐   Refused ☐ complete Applicant response*

| Offered on: | *Applicant response: |
|---|---|

Comments

| Application number: | Applicant name: |
|---|---|

Accepted ☐   Not offered /Offer withdrawn ☐   Housing not required ☐   Refused ☐ complete Applicant response*

| Offered on: | *Applicant response: |
|---|---|

Comments:

### Inactive period - transitional housing only

| Application number: | Applicant name: |
|---|---|
| Inactive period:  Yes ☐  No ☐ | Inactive period end date |

### Exits - transitional housing only

| Application number: | Tenant name |
|---|---|
| Exited on: | Exited to: |

Forwarding address, if known (note: tenant should be advised to update address with Housing Service Centre):

Comments:

### Authorised by

| Name: | Position: |
|---|---|
| Signature | Date: |