Rent Declaration

AccessPay

Please complete this form when you are salary packaging rent deductions and you do not have a formal tenancy agreement with your landlord/agent or you are required to provide other payment information in addition to your existing lease arrangement.

Send your completed form to **customerservice@accesspay.com.au**

Section 1: Personal details

First name		Last name	
Date of birth		Phone number	
Employer name		Package ID	

Section 2: Property details

Residential address					
Suburb		State		Postcode	
Property is rented under the rental tenancy act from (agent / landlord name)					
Commencement date	XX/XX/XXXX	Expiry date	XX/XX/XXXX		
I am responsible for the	◯ Full ◯ Partial	Amount of rent each:	◯ Week	◯ Fortnight	◯ Month
I pay	$	Per:	◯ Week	◯ Fortnight	◯ Month
Total rent is	$	Per:	◯ Week	◯ Fortnight	◯ Month

Account details where funds are to be deposited

BSB number		Account number	
Account name		Any other reference no.	

Section 3: Declaration

I (name of employee)

understand that my rent payment will end on the date outlined in section 2 and I will be required to forward new supporting documentation for my payment to recommence. If I am requesting the payment amount be reimbursed to me and not paid directly to the landlord/agent, I have supplied at least two proofs of payment with this form. I understand I cannot claim for more than my share of the rent and that I have not and will not claim this amount from a third party.

Employee signature	
Date	XX/XX/XXXX

I (name of landlord/agent)

declare that the above tenant is currently residing in the rental property:

◯ Owned by myself ◯ Managed by this agency ◯ Rented by me

and the information reflected on this form is true and correct.

Landlord/agent signature	
Date	XX/XX/XXXX