



# Review of Decisions (First Tier Appeal) Application - the Department of Family and Community Services (FACS)

Please print in BLOCK LETTERS with a black or blue pen

This form is to be completed by a client to appeal a decision made by the Department of Family and Community Services (FACS). Please attach any relevant documentation or additional information that you think may assist the review. Once completed please send the form to the relevant FACS office. For information or assistance with this form, phone 1800 422 322, 24 hours a day, 7 days a week. Please mark relevant boxes with a . If you need more room to answer any question, please include details on a separate page and attach it to this form.

T File number	Client reference number	Application reference number
<input type="text"/>	<input type="text"/>	<input type="text"/>

## Your details

Title   
Mr, Mrs, Ms, Miss

Last name or family name

First and middle name(s)

Unit/House number  Street/Avenue

Town/Suburb  Postcode

## Contact details

**Note:** Social housing providers may use any of the contact details you provide.

Phone  Mobile

Email

## Do you need an interpreter?

This includes an interpreter for people who have a hearing or speech impairment.

Yes give details       No

What language?

## Advocate or other contact person

**Note:** If you would like another person to act as a representative on your behalf, or would like someone else to know the details of your appeal (for example a support worker), please complete this section.

Name of advocate

Agency

Phone  Mobile

Email

**What decision would you like reviewed?**

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**Why would you like this decision reviewed?**

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Full name (please print)

Signature

Date

**Accelerated Appeal Consent**

In the following decisions, FACS conducts an accelerated appeals process. This means if a decision is made which is not in your favour, FACS can make a referral of your file to the Housing Appeals Committee who will conduct an independent 2nd tier review of the decision.

Please tick the type of review requested

- Section 145 - A review of not being eligible for an extension of lease under Section 145 of the *Residential tenancies Act*.
- Section 149 - A review under Section 149 of the *Residential tenancies Act* for Relocations for Management Purposes
- Private Rental Subsidy - A review of a decision to end your Private Rental Subsidy (PRS) assistance.
- Start Safely Private Rental Subsidy - A review of a decision to end your Start Safely Private Rental Subsidy
- Provisional Lease - A review of not being eligible for a provisional lease
- Recognition as a Tenant - A review of not being eligible for recognition as a tenant

By signing this form you are consenting to FACS making a direct referral of your file to the Housing Appeals Committee for review

Full name (please print)

Signature

Date