TEMPORARY ACCOMMODATION RELATING TO RELOCATION DECLARATION

Sections A and E of the form must be completed plus either of Sections B, C and D

SECTION A

MANDATORY SECTION

“I _______________________________ declare that for the purpose of commencing employment with the University of Western Australia at _______________________________

I commenced sustained efforts to acquire a long-term place of residence on __________/________/20 .

Complete either section B, C or section D, whichever is applicable.

SECTION B

If the employee occupied a unit of accommodation prior to the completion of the initial four month search period:

“I entered into a contract to permanently occupy a unit of accommodation on __________/________/20 and commenced occupation on __________/________/20 ,”

SECTION C

If the employee did not have a proprietary interest in their former residence:

• Where the unit of accommodation is occupied on a date subsequent to completion of the initial four-month search period but prior to six months after commencement of the initial search period:

  “I entered into a contract to permanently occupy a unit of accommodation on __________/________/20 and commenced occupation (on a date subsequent to the completion of the initial four-month search period but prior to six-months after the commencement of the initial search period) of the unit of accommodation on __________/________/20 ,” or

• Where the employee is unable to locate a suitable permanent unit of accommodation after six months from the commencement of the initial search period:

  “As at __________/________/20 (date six months from the commencement of the initial search period) despite sustained efforts, I have been unable to locate a suitable permanent unit of accommodation.”
SECTION D
If the employee held a proprietary interest in their former residence:

“I entered into a contract to sell my former residence* on _____/_____/20_____ and either:

(indicate whichever is appropriate):

- commenced occupation of a unit of accommodation on _____/_____/20_____ which I intend to occupy as my new long-term residence; or

- despite sustained efforts, I have been unable to locate suitable long-term accommodation within a period of 12 months from when my initial search commenced.”

*If you did not enter into a contract to sell your former residence, please cross through this statement.

SECTION E
MANDATORY SECTION

“Temporary accommodation at ____________________________ was required for the period _____/_____/20_____ to _____/_____/20_____ solely because I was required to change my usual place of residence in order to perform the duties of my employment.”

I acknowledge that this declaration is true and correct.

_________________________  ______________________  ___________
Signature                  Printed Name                  Date

Business Unit Authorisation

Please charge any FBT arising from the provision of this fringe benefit to:

BU   PG

_________________________  ______________________  ___________
Signature                  Printed Name                  Date

Position Title  BU  Phone  Mail Bag #

Once completed, please send original declaration and copies of tax invoices to FS-Tax at M449.