Letter 6: Rent details letter for Centrelink

Use this to ask your landlord or agent for written proof of your rent when you claim or update Rent Assistance. Services Australia usually accepts a lease, a rent receipt or statement, or a completed rent certificate. Check which document your claim asks for.

LETTER TEXT: REPLACE EVERYTHING IN [BRACKETS]

[Your full name]
[Rental property address]
[Date]

To: [Landlord / Property manager name]

Subject: Request for rent details letter - [Property address]

Dear [Name],

I need written confirmation of my rental details to give to Services Australia (Centrelink). Could you please provide a letter on your letterhead (or a signed statement) that includes:

- Tenant name(s): [your name and any co-tenants]
- Property address
- Rent amount: $[amount] per [week / fortnight / month]
- Lease start date: [date] and, if fixed term, end date
- Whether any utilities or board are included in the rent
- Landlord / agent name, phone and signature

I would be grateful if you could send this by [date]. I am happy to provide a template if it helps.

Thank you,
[Your name]

Before you send: Don't put your CRN or other Centrelink details in the letter to your landlord; Services Australia only needs the rent details. Share only what it asks for. If you rent a room or share a home, tell them how the rent is split.

General information only, not legal advice. Rules vary by state and territory, so check your state regulator before sending. Free to use. cosyrental.au