

# REQUEST TO VIEW DOCUMENTS



Chief Executive Officer  
North Coast Community Housing  
PO Box 145  
LISMORE NSW 2480

I/We, \_\_\_\_\_  
Name

of \_\_\_\_\_  
Address

\_\_\_\_\_  
Contact telephone numbers

Hereby request you to provide me with access to all documents held relating to my tenancy/ies.

\_\_\_\_\_  
Signed Date

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### Notes to tenants:

NCCHC is required to create and keep records that ensure the privacy of information held about all of our tenants. These records are confidential documents that are not released to anyone else without a signed authorisation from our client.

We also give you the right to access the information that we hold about you. This information can be released to you, provided it does not also disclose private information about any other client of NCCHC.

You will be provided with copies of the documents we have and not the originals.

Once we have received your request, we will contact you directly within 14 days to organise with you for the collection of your documents. We do not provide these documents through the mail nor we will not generally send them to a third party, even with your express consent.

You will need to provide us with appropriate identification when collecting your documents.

We would not generally charge any fees for copying or retrieving files.