

COVER SHEET CLAIM FOR ELECTRICITY REBATE

This coversheet is an example which can be tailored and used by proprietors/landlords of residential home parks, multi-unit residential premises and similar residential installations whose tenants do not have a direct account with a Retailer

This form must be completed by the proprietor or landlord and submitted with the electricity account to the Retailer. The Form 504 must be completed and accompany this cover sheet for each new claimant (on first occasion only). Further assistance is available from your Retailer.

Section 1 – Proprietor/landlord details

.....
Proprietor's Given Name

.....
Proprietor's Surname

.....
Business name and full premises address for which the rebate is claimed

.....
Contact telephone number

Section 2 – Electricity rebate claim details

Please attach completed Form 504 for any amendments to existing claimants and each new claimant.

Retailer: Electricity Account Number:

Date of previous meter reading:/...../..... Date of present meter reading on electricity account:/...../.....

Number of claimants given the rebate last claim (not required for initial claim):

Period represented by this claim:

From:

To:

Number of Claimants	Number of Claimant Days ¹	Total (GST excl.) \$	GST \$	Total (GST incl.) \$

¹ The total number of days in the period for which the claimants in column 1 were eligible.

Section 3 – Claimants no longer eligible

Amendments to existing claimant's details (Those claimants who were on the last rebate claim)

List those claimants who are no longer eligible for the rebate or have vacated the premises. Please attach a separate list if there are more than 5 claimants.

Name of Claimant	Date vacated or no longer eligible – end date

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Section 4 – Certification

I hereby certify that:

- *The claimants on whose behalf a rebate is claimed, have been residents of the above premises for the whole or part of the period of the account on which the electricity rebate is claimed and have charged for electricity used by them on the basis of individually metered consumption; and*
- *That the appropriate eligible concession card has been sighted at the time the claim was first made to ensure that it is issued in the name of the claimant; and*
- *In no instance shall the rebate allowed be greater than the amount billed for customer retail services (service fee and consumption charges); and*
- *That all rebates claimed have been or will be passed on to the claimants by way of reduction in charges for electricity; and*
- *This claim is a true and correct assessment of the total value of the Queensland Government electricity rebate credited against accounts issued by this premise for the period stated.*

.....
(Signature) Owner/Proprietor/Manager

.....
(Designation)

.....
(Name of signatory)

.....
(Date)