



Tenant Vacating Form

Tenancy Details

Tenant Name

Mr Mrs Miss Ms Other

Surname

First name

Second name

Co-tenant Name

Mr Mrs Miss Ms Other

Surname

First name

Second name

Vacating Property Address

Street Number

Street Name

Suburb / Town

State

Postcode

Date Vacating Property

D	D	M	M	Y	Y	Y	Y
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Forwarding Address

Street Number

Street Name

Suburb / Town

State

Postcode

Phone

Email

Next of Kin Details

Name

Phone

Refunds

For **transfers**, the balance of your account will be automatically transferred to your new account. For **other refunds** please complete the following details:

Bank, Building Society or Credit Union Name

BSB Number

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Account Number

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Account Name

Debts

If you have a current Housing Authority debt, a payment arrangement must be set up to repay the debt.

Arrangement

Payment method

- Housing Card
 Direct Debit
 Centrelink deduction

Frequency

- Weekly
 Fortnightly

Amount

\$

Unpaid debts will be referred to a Debt Collection Agency.

Consent and Declaration

I/We consent to the Department of Communities, the Housing Authority or their representatives communicating with me/us electronically and understand that I/we can withdraw my/our consent at any time.

I/We confirm that as at the above date:

- No one is living in the property
 I have provided vacant possession of the property to the Department of Communities
 I have removed all my personal belongings and that of any householders from the property
 I would like to be present when the Department of Communities inspects the property

Signature (Tenant)

Date

Signature (Co-tenant)

Date

Office Use Only

Tenancy Reference No

Property ID

Client File No

Key receipt issued Yes No

Number of keys returned

On completion of this form please provide tenant with a copy, then pass to Property Services Team Leader with keys and key receipt.

Processing Officer Name

Processing Officer Signature

Date