

# 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



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)

