Uniting Housing Renter Exit form

I/We *(Renter’s name/s)*

Have vacated my / our **Uniting property** at address:       on (date) Click or tap to enter a date. and have returned all keys.

|  |  |
| --- | --- |
| Declaration: | |
| I agree that I do not want any belongings remaining at the above property: either inside or out. | Yes  No |
| Do you wish to be notified and attend the final property inspection? | Yes  No |
| Comments: | |
| Do you have any other reason for leaving the Uniting property?  *(If so please explain)* | Yes  No |

|  |  |
| --- | --- |
| New contact details: | |
| **Where are you moving to?**  DFFH Private Rental  Family/Friends  Community Housing  Other – *(Please Explain)* | |
| New Address: | |
| Contact telephone number: | Email address: |

|  |  |
| --- | --- |
| Bank Account details (for rent refund if applicable) | |
| Please provide proof of account, i.e., screenshot of bank statement | |
| BSB: | Account number: |

Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date:Click or tap to enter a date.

*(Signed by the Tenants)*

Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: Click or tap to enter a date.

*(Signed by the Tenancy Worker)*

|  |  |  |  |
| --- | --- | --- | --- |
| CHO | Date completed | CHO | Date completed |
| Key Nos Returned: | Enter date. | Water Authority Notified | Enter date. |
| Vacate Tenancy on database, add note. | Enter date. | Centrepay Cancelled | Enter date. |
| Vacant Property Chart | Enter date. | Survey Completed | Enter date. |
| Allocations Docs Update | Enter date. | Rent Refund/Arrears | Enter date. |
| Email IAP advising vacated with alerts if required. | Enter date. | Original to Project Support Off | Enter date. |
|  | Enter date. | Vacated Arrears Letter sent | Enter date. |
| Project Officer | Date completed | Project Officer | Date completed |
| Refund Paid | Enter date. | Form Uploaded | Enter date. |
| Survey Data entered onto Spreadsheet | Enter date. |  | Enter date. |