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.

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| --- |
| 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 |

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| --- |
| 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:       |

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| 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. |