



Notice of Intention to Vacate

NOTE:

- Notice of Intention to Vacate must be in writing and signed by the tenant/s.
- Tenant/s must provide a minimum of 21 days notice before they intend to vacate your Housing ACT property.
- Tenant/s may be charged up to 21 days rent in lieu, if they fail to give 21 days notice of termination.
- Tenant/s are required to pay rent up to the day they surrender the property and keys to Housing ACT.

Not

TO: Commissioner For Social Housing

I/We
Please print full name(s)

GIVE NOTICE of my/our intention to move out of the premises at:

..... Suburb Post code

on the..... Day of..... 20.....

Reasons for giving Notice of Intention to Vacate are: (circle relevant answer)

Moving to private rental / Purchasing own property / Moving interstate / Moving to Aged Care

Other Reason:.....

Comments or additional information:.....

Forwarding address:

.....

Best contact numbers: (H)..... (W)..... (M).....

Email address:.....

..... Date

Signature of Tenant Signature of Tenant

After we receive your Notice of Intention to Vacate the property a representative from Housing ACT will contact you as soon as possible to explain the procedure for and to arrange a time and date for the final inspection.

Office Use Only

Received Stamp

Date NOITV received:

Date Tenant contacted:

Contact Officer:

Final Inspection Time & Date:

Day: Time am/pm Date

Pay Ref Number:

