

I/we would like to give notice that I/we want to end my/our tenancy of the following address and return all keys and leave the property clean and empty by this date:

Customer Name:	Tenant Code:
Property Address:	Property Code:
Property Details	
Number of bedrooms	
Separate Bath/bathroom (please state)	
Flooring Type:	Carpet, tiles, vinyl, wood (please circle which floor covering is in property)
Number of steps external	
Number of steps internal	

NOTICE PERIOD – Please note the different program and break fees and check when the last lease was signed.

I/we give (circle below):

Required Notice	Lease Type
21 days	Periodic Lease (ongoing)
14 days	Fixed Term Lease (i.e. 12 months) <i>Additional break fees may apply</i>
7 days	Supported or Transitional Housing
Immediate Termination Due to Violence	Please provide proof of interim orders, a family law injunction or a declaration from a medical professional on a prescribed declaration form

For leases signed **PRIOR to 23rd March 2020** - If you need to break a fixed term lease early please note you will be liable for the undernoted break fees:

Period of Lease Expired 12-month fixed term	Equivalent Weeks of Lease agreement	Amount to be charged
50 percent or less	Up to 26 weeks	6 weeks subsidised rent
50 percent or more	26 weeks or more	4 weeks subsidised rent
Immediate Termination Due to Violence	N/A	None

FORM	Notice of Termination	Version:	003
T.V Consultation Required	No	Effective Date:	30 th July 2014
Requires Board Approval	No	Approved Date:	9 th March 2020
Approved by:	COO	Review Date:	9 th March 2021

For leases signed **AFTER the 23rd March 2020** - If you need to break a fixed term lease early please note you will be liable for the undernoted break fees:

Period of Lease Expired 12-month fixed term	Equivalent Weeks of Lease agreement	Amount to be charged
25% or less	Up to 13 weeks	4 weeks subsidised rent
25% up to 50%	13 weeks up to 26 weeks	3 weeks subsidised rent
50% up to 75%	26 weeks up to 39 weeks	2 weeks subsidised rent
75% or more	39 weeks up to 52 weeks	1 weeks subsidised rent
Immediate Termination Due to Violence	N/A	None

I/we understand the following break fees are payable as we are breaking our fixed term lease early

Notice start date (Date received by Hume):

(Please note expected termination date is the last day of the notice period. Any break fee is payable in addition to notice period and commences the first day after notice expires or if keys received late, the first day after keys received).

Expected tenancy termination date:

Account balances as of today:		Please note balance may change upon final
Rent \$	Maintenance \$	Water \$
Notice Amount \$	Break Fee \$	Bond Paid \$

Customer Signature:

Customer Signature:

Date:

Date:

Essential information to assist with your bond refund – Please provide BSB & Account Details

Forwarding address	
Contact Tel no/email address	
Alternative contact person	
Name	
Relationship	
Address	
Phone Number	

FORM	Notice of Termination	Version:	003
T.V Consultation Required	No	Effective Date:	30 th July 2014
Requires Board Approval	No	Approved Date:	9 th March 2020
Approved by:	COO	Review Date:	9 th March 2021

I understand Hume would like to be able to allow other potential customers to view the property. I confirm the undernoted as suitable days/times.

Days available for viewing	Mon/Tues/Wed/Thurs/Fri (please	Time	am/pm
----------------------------	-----------------------------------	------	-------

I understand that Hume Housing has the right to inspect the property during the notice period. I agree to the inspection date noted below.

Agreed appointment date for pre-vacate inspection	Yes/No	Time	
Booked into ASSET & Allocation Calendars	Yes/No	Name of Officers attending	

CUSTOMER RESPONSIBILITIES

Keys- A full set of keys should be returned by the agreed termination date.

This must include all door keys, and if appropriate, common area keys window keys remote controls and key fobs. All keys must be handed over at the vacating property during the Hume Housing officer's final visit.

Date of agreed final visit: _____

If you cannot return the keys and vacate the property by the agreed date, contact us immediately if a change to this date is required.

DECLARATION

I/we understand that I/we must leave the property in a similar condition as to when I/we commenced my/our tenancy, taking into account fair wear and tear.

I/we understand that I will be charged a daily rate for rent if I do not hand in my keys on the agreed date. This daily rent charge will continue until either the keys are received or Hume gains entry to the property and secures the property. If this occurs I/we understand I will also be responsible for all associated charges i.e. change of locks.

I/we understand that I/we will be charged a cleaning/gardening fee if the property is not:

- Cleaned, including walls, blinds or venetians, windows, cookers, ovens, kitchen cupboards, bathrooms (including removal of all moulds)
- Carpets cleaned and lawns mowed, gardens weeded, sheds and garages/carports cleaned
- Rubbish removed

I/we understand that if I/we had pets inside the property then: -

- Carpets are to be shampooed
- The property fumigated.

I/we also understand that I/we must pay all outstanding rent, water and/or rechargeable repairs owed by the agreed termination date.

FORM	Notice of Termination	Version:	003
T.V Consultation Required	No	Effective Date:	30 th July 2014
Requires Board Approval	No	Approved Date:	9 th March 2020
Approved by:	COO	Review Date:	9 th March 2021

I/we agree that if there is any overpaid rent then these monies can be used for cost of maintenance charges if required. I/we understand that I/we are responsible for any charges that are considered to be tenant damage and this amount, along with any rental arrears, will be deducted from the bond.

I/we understand that if the amount owing is greater than the bond then I/we will be responsible for the remainder of *the debt*.

I/we then can either arrange to pay the amount to Hume directly or enter into a payment plan from deductions through my Centrelink benefit.

I/we understand that failure to do so will mean that Hume will undertake legal action to recover any outstanding balances.

Customer Signature:

Customer Signature:

Date:

Date:

REASONS FOR LEAVING

The information you provide may be used by Hume to improve our services.

Are you remaining in the area? Y/N		
Is there anything we can do to assist you to stay in your tenancy? Y/N		
<input type="checkbox"/> Offer of support	<input type="checkbox"/> Resolve neighbour issues	<input type="checkbox"/> Adaptations-medical conditions
Other type of support (please specify):		

FORM	Notice of Termination	Version:	003
T.V Consultation Required	No	Effective Date:	30 th July 2014
Requires Board Approval	No	Approved Date:	9 TH March 2020
Approved by:	COO	Review Date:	9 th March 2021

STAFF USE – PLEASE COMPLETE AS WE TRACK EXIT REASONS

Termination of tenancy reasons – select ONE from below categories		
DECEASED		
Deceased - head tenant	Deceased - sole occupant	
LONG TERM CARE		
Long Term Care - aged care	Long Term Care - SDA	Long Term Care - other
SHORT TERM CARE		
Short Term Care – Refuge/SHS/Rehab		
BREACH		
Breach – eviction	Breach - NCAT terminated	Breach - abandoned
TENANT INITIATED EXIT		
Tenant Initiated Exit- short notice/no keys	Tenant Initiated Exit - required	Tenant Initiated Exit – Domestic
OTHER		
Prison		
TENANT REQUESTED TRANSFER		
Transfer – medical/mobility/disability	Transfer - under/over occupancy	Transfer - at risk/harassment
Transfer – other tenant needs	Mutual exchange	
PROVIDER REQUESTED RELOCATION		
Portfolio Management	Expired Headlease	Tenancy Management
UNINHABITABLE		
Uninhabitable - fire/storm etc.		
RE-SIGN		
Re-sign - ended by NCAT	Re-sign - household breakdown	Re-sign - joint/name change/exp
Re-sign – property/management transfer		
UNTENANTED		
Untenanted - never occupied	Untenanted - created in error	
Where to next (please circle)		
SOCIAL HOUSING		
Social Housing - Aboriginal CHP/Land Council	Social Housing - community housing	
Social Housing – AHO	Social Housing - public housing	
Social Housing - same property		
SHORT TO MEDIUM TERM OR MOBILE HOUSING		
Short-Medium-term - boarding house	Short Medium Term - SHS/crisis/refuge	
Short-Medium-term - caravan park/boat	Short Medium Term - temp (hotel/motel)	
Short Medium Term - rough sleeping	Short Medium Term – SHS transitional housing	
INSTITUTIONAL SETTING		
Institution - aged-care/retirement home	Institution - prison/correctional	
Institution – rehab/healthcare/respite	Disability accommodation/group homes	
AFFORDABLE HOUSING		
Affordable Housing (CHP's/Private/Councils)	Private ownership	

FORM	Notice of Termination	Version:	003
T.V Consultation Required	No	Effective Date:	30 th July 2014
Requires Board Approval	No	Approved Date:	9 TH March 2020
Approved by:	COO	Review Date:	9 th March 2021

Private rental (as tenant or occupant)	Family/friends
OTHER	
Back to country (Aboriginal customers) *	Specialist Disability Accommodation
Family/Friends	Interstate/Overseas
Other (not listed above)	Not applicable (deceased/untenanted)

Information to be completed by Hume Staff member receiving notice

For Officers use only - Additional Info for Hume			
Financial difficulties		Length of the stay in the program expired	
Only wished short term tenancy		To provide/receive support	
To be closer to work/family/friends		Wishes better quality home	
Does not feel safe in the neighbourhood		Would prefer a different area with more amenities	
Difficulty getting along with neighbours			
Hume management transfer			
End of Fixed Term Reason:			
Antisocial behaviour		No longer eligible for affordable housing	
Non-engagement arrears		Non-engagement with service/support	
Rent Arrears		Exceeded Time	
Breach of SPO/Termination Order Reason			
Antisocial Behaviour		Property Care	
Rent Arrears		Illegal Occupier	
Undernoted Termination reasons for TAP & Transitional use only:			
HNSW relocation -	HNSW Initiated Exit- end	HNSW relocation -	HNSW relocation -
TAP-TH	TAP-TAP Transfer		

FORM	Notice of Termination	Version:	003
T.V Consultation Required	No	Effective Date:	30 th July 2014
Requires Board Approval	No	Approved Date:	9 TH March 2020
Approved by:	COO	Review Date:	9 th March 2021