

## Relinquishment of Tenancy/Notice to Vacate Form for Social and Affordable Housing Tenants

This form is to be completed and signed by the tenant or their legally appointed guardian. By providing consent to relinquish the tenancy means the tenant signing this form agrees to end the Tenancy Agreement with Link Wentworth. When we have received this form, a staff member will contact you to ensure that you understand your rights and responsibilities when ending a tenancy with Link Wentworth and work with you to follow the next steps.

If you are a **Affordable Housing tenant**, please note that if you are breaking your lease early there will be a break lease fee, for more information please see the Fair Trading NSW website.

If you have any questions, or need help completing this form please call 9412 5111 or email [enquiries@linkwentworth.org.au](mailto:enquiries@linkwentworth.org.au).

If you require an interpreter please advise Link Wentworth, or if you have a hearing or speech impairment please use the TTY service Freecall 1800 810 586. A TTY phone is required to use this service. Do you need a translator? TIS National provides access to phone and on-site interpreting services in over 150 languages. Call 13 14 50.

### Your details

Tenancy ID: \_\_\_\_\_

First name: \_\_\_\_\_

Last name: \_\_\_\_\_

Address:

\_\_\_\_\_

Home phone: \_\_\_\_\_

Mobile phone: \_\_\_\_\_

Email: \_\_\_\_\_

## Forwarding address

Address:

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## Bank details

Details will be used if there are any refunds or overpaid rent. Please note, if you owe Link Wentworth an amount we will contact you to organise any final repayments.

Name of bank: \_\_\_\_\_

BSB: \_\_\_\_\_ Account number: \_\_\_\_\_

Account name: \_\_\_\_\_

## Tenant declaration

I agree that:

I will give the required notice period to the landlord:

Yes

No

Depending on your lease type, a notice period applies. If you are on a continuous lease, you must give 21 days notice. If you are at the end of a fixed term lease, you must give 14 days. If you are unsure, please contact the office on 9412 5111.

I will be vacating the property and returning the keys on this date:

DD	MM	YYYY

The following will happen to the belonging inside the property:

- Property is empty (no action required)
- Property has items (tenant will remove before vacate date)

Note: if you leave goods in the property after you vacate, we will remove them at a cost to you.

## Consent and authority

Who is completing this form?

- Tenant or executor of the estate
- Legally appointed guardian, such as the NSW Trustee and Guardian or private enduring guardian.

Please note, if this form has been completed by a guardian or agency, please attach the established consent.

Signature: \_\_\_\_\_

Name: \_\_\_\_\_

Date: \_\_\_\_/\_\_\_\_/\_\_\_\_