

# FACT SHEET

## COMMUNITY MANAGED HOUSING

If you decide to end your tenancy with Coast2Bay Housing, you will need to know your obligations under the Residential Tenancies and Rooming Accommodation Act 2008 before you leave.

### NOTICE OF INTENTION TO LEAVE (FORM 13)

- You must give us at least 14 days notice that you are leaving.
- Complete a Notice of Intention Leave (RTA form 13) and return it to your nearest Housing Service Centre. This form is available at any Australia Post Office of the Residential Tenancies Authority.
- If you do not complete a Notice of Intention to Leave, we may charge you rent after you have left the property.
- You must supply your forwarding address to us.

### HANDOVER DAY

- The handover day is the day that you will be leaving the property. Include this date on the Notice of Intention to Leave form at item 6.
- We will charge you rent up to and including the handover day, provided you have given us the correct notice that you are leaving and have returned the keys.

### RETURNING THE KEYS

- You must hand in the keys to your nearest Coast2Bay office or Tenancy Manager or Property Manager on or before the handover day.
- If you give us a Notice of Intention to Leave form but do not hand in the keys, we will take possession of the property on the handover day and charge your rental account to have the locks changed. You will also be charged rent up to this date.

### FINAL INSPECTION OF THE PROPERTY

- Contact your nearest Coast2Bay office to arrange the final inspection at least three days before handover date. You should attend the final property inspection in case we have any questions about the condition the property has been left in.

- We will compare the Entry Condition Report completed when you began your tenancy to the property's current condition and decide if you are liable for any damage. You are not charged for fair wear and tear to the property.

## **YOUR RENTAL ACCOUNT**

We will finalise all charges for your rental account within five weeks of you leaving. Any credits in your account (over \$5.00) are sent to your forwarding address. If you owe us money (e.g. debits in your account), we will write to you about what money is owed and how to repay this debt. We use debt collectors to recover outstanding debts. If you need housing assistance again, you will not be offered assistance until the debt is repaid.

## **REFERENCE**

To get a reference, talk to your nearest Coast2Bay office.

## **MORE INFORMATION**

Please contact your nearest Coast2Bay office.