

## 2.4.4 Voluntary Termination



### **Preamble**

Women's Housing Company (WHC) is a community housing association as part of the social housing system in NSW. WHC provides long term housing for single women and medium term housing through support partnerships.

WHC guarantees the following of all landlord responsibilities as stated in the NSW Residential Tenancy Act 1987.

WHC aims to be transparent in all its decisions and to act in a fair manner at all times.

---

### **POLICY**

---

Tenants are required to give Women's Housing Company 21 days notice in writing of their intention to vacate a property.

The tenant is required to pay rent no less than the 21 days even if they vacate the property earlier and return keys to WHC office earlier.

Rent must be paid up to and including the day until keys have been returned, this applies especially if the keys are returned after the 21 days notice period.

Information regarding the ending of a tenancy is given to every tenant when they commence their tenancy in the Tenant Manual and the Renting Guide.

---

### **PROCEDURE**

---

Once Women's Housing Company has been informed about a termination by a tenant, the respective housing worker is notified immediately.

They will send the tenant an information sheet titled 'A Step by Step Guide to Vacating your Women's Housing Company Ltd Property'.

This advises tenants on what they need to do and who they should contact, as well as information on cleaning the unit.

Women's Housing Company will request a forwarding address to allow for any post tenancy settlements regarding rent, and / or non-rent costs.

---

**Date developed: 1/1/06**

**Date/s policy was ratified and/or changed by Board: 28/8/07**

**Note:** Procedures are designed to guide the implementation of a policy and will be updated on a regular basis as part of ongoing best practice service improvement.