

## Absence From Property



Women's Housing Company (WHC) needs to be advised if you intend to be absent from your property for any length of time. This is to ensure that WHC houses tenants with ongoing housing needs and to ensure properties are looked after at all times. Access needs to be guaranteed especially when unforeseen damage occurs.

Women's Housing Company will grant permission of absence of **up to three months, within any twelve months period.**

Tenant wishing to be away for longer than three months and/or if you intend to be away for less than three months but on a more frequent basis within a twelve months period, please provide us with details. Women's Housing Company will approve these lengthy and frequent absences on a case-by-case basis. This may involve an assessment of your need for community housing.

**Please provide us with the following information:**

Your Name	Your Address
Date you are leaving your unit	Date you expect to return

**Please state your reason/s for a longer or more frequent absence:**

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**Who will be taking care of your property while you are away?**

Name	Address	Phone

With your signature you are declaring that the information provided here is true AND you provide authority for Women's Housing Company to communicate with the person/s listed above for any tenancy related matters during your absence.

**Your Signature:** \_\_\_\_\_

**Date** \_\_\_\_\_

**RENT MUST BE PAID** while you are away from your home. Failure to do so may result in action at the Consumer Trader and Tenancy Tribunal, including termination of tenancy.

**Should you be unable to return to your home on or before the date stated above,** you need to contact WHC as soon as possible to negotiate an extension of your absence.

If you do not return to your home and do not communicate with us, the property will be treated as an **abandoned property**, appropriate steps will be taken to regain possession.