

**This fact sheet provides customers with information on what you need to do when leaving a Housing Plus property.**

A tenancy with Housing Plus may be ended either by a tenant or by the organisation, for a variety of reasons. If you wish to end your tenancy, there is some information you need to know.



**Notice is required in writing** by completing a Notice to Vacate form. This can be obtained from any Housing Plus office or downloaded via the Housing Plus website. If you need assistance with completing this form, please contact Housing Plus.

**Tip: It is important for you to complete the Notice to Vacate Form providing a forwarding address, contact phone number and bank account details for potential refunds.**



#### **If you have a Fixed Term Agreement**

To break your Agreement, you will need to discuss this with the staff at Housing Plus. It is best to make an appointment so that information can be provided to you. If you wish to vacate at the end of your fixed term lease, you can give notice at any time during the last two weeks leading up to the end of your lease.



#### **If you have a Continuous Agreement**

To end your tenancy with Housing Plus, you need to give a minimum of twenty-one (21) days' notice that you are planning to vacate your property. If you are moving to another Social Housing provider or into permanent care you need to give a minimum of fourteen (14) days' notice.

**Tip: If you are unsure of what type of Lease Agreement you have, please contact Housing Plus.**



During your notice period to vacate the property, an appointment will be made for Housing Plus staff to inspect your property with you. At the inspection, staff will discuss with you any work that needs to be completed in order to return the property in an acceptable condition. Housing Plus has a Tips for Vacating Your Property information sheet available on request.

**It is important to note that we continue to charge you rent until the keys are returned to Housing Plus.**



After you return the keys, a final inspection will be conducted. Please advise Housing Plus if you wish to attend.

