

Vacating a Property Policy

August 2021



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Owner: Lindy Parker
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Endorsed by: Judy Line
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1. Purpose

The purpose of the Vacating a Property Policy is to provide guidance to renters vacating a property.

2. Provide Notice to Women's Housing Ltd of Planned Vacate Date

Renters will provide Women's Housing Ltd (WHL) with notice of any planned exits from a WHL property. This advice will be provided in writing, 14 days for all long-term properties and 2 days for Rooming House residents.

3. Renter's Responsibilities

All renters vacating a property are expected to leave the property in a reasonably clean condition:

- Renters will ensure that the property is clean.
- Personal belongings and rubbish are required to be removed from the property.
- Where a renter resides in a property where a fridge has been provided, ensure all food has been removed and the fridge has been cleaned.
- If furniture was provided at the commencement of the tenancy, ensure that this is in the property when vacating.
- Renters should disconnect any utility accounts that may be in renters' name.
- Renters also should redirect mail to their new forwarding address.
- Where modifications have been made to the property, return the property to condition at time of signing the residential rental agreement. Renters are encouraged to discuss with their tenancy officer if there are concerns about this process.

4. Final Inspection

Women's Housing Ltd (WHL) will schedule a time to meet with the renter at the property to conduct a final exit condition report. At that time, the renter will provide advice to WHL on any damage or maintenance concerns with the property. Any modifications made to the property during tenure will need to be addressed.

5. Return of Keys

WHL will also provide renter with advice regarding the return of the keys. Ensure that all keys including letterbox keys are returned to WHL. Please note that rent is continued to be charged until keys are returned.