

Application to be absent from a Dwelling

This form is to be completed by a tenant to apply to Link Wentworth for approval to be absent from a dwelling. For information or assistance with this form, call your local office or email enquiries@linkwentworth.org.au. Please print in BLOCK LETTERS.

For more information on how Link Wentworth handles tenants extended absence from dwellings, please see our Absence from Dwelling Policy on our website www.linkwentworth.org.au or ask your Tenancy Manager for a copy.

Tenant Information

Title	Last name or family name:	Given name(s):
Date of birth: DD/MM/YYYY	Tenancy address:	
Phone:	Mobile:	Email:

Current Household Members

Please include the details of each household member currently residing at the property and state whether they will stay at the property during your absence.

Full name (Include first, middle and family names)	Date of birth	Relationship to you	Customer Reference Number (CRN) (If applicable)	Will this person stay during your absence?
	DD/MM/YYYY			
	DD/MM/YYYY			
	DD/MM/YYYY			
	DD/MM/YYYY			
	DD/MM/YYYY			

Details of Absence

Please provide details regarding the reason for your proposed absence
(Attach evidence to support the need for you to be away)

I will be absent from the dwelling

From (date):

To (date):

My address while absent from the dwelling will be:

Address:		
Phone:	Mobile:	Email:

If you are temporarily going into a nursing home, a rehabilitation center, respite care or a refuge and are required to pay for your stay, please provide details of this.
(Attach evidence to support the rent you will pay).

Weekly rent amount	\$
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Tenancy Obligations

While you are away, your tenancy obligations under the Residential Tenancies Act 2010 will still need to be met. These include:

- Payment of rent
- Payment of water usage accounts or other bills
- Maintaining the property including grounds and gardens.

Please explain how these obligations will be met:

Will your household income change while you are away?	
How will your rent be paid while you are away?	
How will other accounts such as water accounts be paid?	
Who will maintain the property as per the Residential Tenancy Agreement? (e.g., mow the grass, collect the mail).	
Who will accept service of any notices which may be given under the Tenancy Agreement or Residential Tenancies Act 2010? (Please complete the Appointment of Agent form below)	

Declaration

I understand that, during my absence, I'm responsible for meeting the obligations of my Residential Tenancy Agreement.

I have appointed an agent to accept service of any notices which may be given to me as a tenant under the Tenancy Agreement, or under the *Residential Tenancies Act 2010*.

Signature of tenant:	Date:
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Appointment of an Agent

This form is to be completed by a tenant to authorise a person ('the agent') to act on their behalf in relation to their rights and obligations under the Residential Tenancy Agreement while they are absent from their dwelling. For information or assistance with this form, call your local office or email enquiries@linkwentworth.org.au

Please print in BLOCK LETTERS.

Declaration

I, the tenant
(Provide full details)

Title	Last name or family name:	Given name(s):
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Do hereby appoint
(Please print full name and details)

Title	Last name or family name:	Given name(s):
Of (full address):		
Phone:	Mobile:	Email:

As my agent during my absence from the dwelling

From (date): To (date):

I have authorised my agent to accept service of any notices which may be given to me as a tenant under the Tenancy Agreement, or under the *Residential Tenancies Act 2010*.

Signature of tenant:	Date:
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I acknowledge that I have been authorised as stated before.

I acknowledge that I am
I am not

entitled to occupy the premises during the tenant's absence.

Signature of agent:	Date:
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Next Steps

- Check that you have answered all the questions you need to answer, and that you have signed and dated the form.
- Return this form to your Tenancy Manager or a Link Wentworth office.
- Link Wentworth staff will assess the information provided and send an outcome letter within seven (7) business days.