

# Fact Sheet: Moving out of your home



**Link  
Wentworth**  
Providing homes, building futures.

This fact sheet is a guide to help you through the process of moving out of your home. This is everything from giving notice to handing over your keys.

## **How much notice do I need to give that I'm moving?**

You need to let us know as soon as possible if you're planning on moving. If you are on a fixed-term agreement (a lease with a start date and an end date), this must be done with at least 14 days' notice. If you are on a continuous agreement (a lease with a start date but no end date) you must provide at least 21 days' notice. If you do not provide the required notice, you may be charged rent after you vacate the property to meet the notice period.

## **How do I let Link Wentworth know that I'm moving?**

It's a very simple process. You can:

- Fill out a '[Tenant Vacancy Notice](#)' form on our website.
- Visit your local Wentworth office and complete a '[Tenant Vacancy Notice](#)' form.
- Contact your Tenancy Manager on 13 14 21.

## **Who else should I contact to advise I am moving?**

Below is a list of services you should also contact to let them know that you are moving. Provide them with your new address if you have it.

- Electricity provider
- Gas provider
- Phone provider
- Employer
- Centrelink and Medicare
- Your child's school
- Insurances—for example, car, house contents, health, life, etc.
- Electoral commission

## **What happens before I move out?**

When we receive your notice, we will write to you to confirm:

- The date you are moving out.
- Arrange to book a pre-vacate inspection of your home.
- Any money you owe for rent, water usage, maintenance and other charges.
- Your responsibilities when moving out, including handing over keys and leaving the property in good condition.

## **What do I need to know on the day I'm due to hand back my keys?**

You will be required to complete a form to relinquish the tenancy, the [Tenant Vacancy Notice](#) and [Receipt of Key](#) form (printed off). We will invite you to attend the final inspection of the premises.

If you don't return the keys, we may continue to charge you rent and may apply to the NSW Civil and Administrative Tribunal (NCAT) for vacant possession of the property.

You should also let Link Wentworth know a forwarding address so we can contact you when your final account is completed.



### **How should I leave the property?**

When you move out, you should leave your property in a similar condition to when you moved in, allowing for fair wear and tear. Link Wentworth will use the Property Condition Report that you signed at the start of your tenancy to assess the condition of your property.

If you have damaged the property, you can either arrange to have the damage fixed yourself before you move out or you can agree to have Link Wentworth carry out the work at your expense. Your Tenancy Manager will discuss this with you.

### **What if I have changed my mind about moving?**

If you change your mind about moving out of your property, please tell us immediately and we will confirm this request in writing.

### **What happens after I move out?**

After you move out of the home and return the keys, we will:

- Inspect your home again to see if there is any damage, or if any repairs, rubbish removal or cleaning is required that did not result from fair wear and tear.
- Finalise your rent account up to the day you handed back your keys or the day Link Wentworth takes possession of the property by an order from NCAT.
- Send you a letter to confirm any money owing at the end of your tenancy for rent and water usage, maintenance and any other tenant charges.
- Release any bonds and reimburse any credit in your rental account. We can only do this if you have provided your forwarding address.

### **Can I attend the final inspection of the premises?**

Yes, Link Wentworth would like you to be present during the inspection. This allows you to discuss the condition of the property and any issues that may arise from the inspection with a staff member from Link Wentworth.

### **What happens at the inspection?**

During the inspection, Link Wentworth compares the condition of the property with the ingoing Property Condition Report that was completed when you moved in. This allows staff to see what repairs are needed as a result of fair wear and tear, and what repairs, if any, are resulting from damage.

You will be charged for repairs that did not occur as a result of fair wear and tear as well as cleaning or rubbish removal required if the home was not left in a clean and tidy manner.

### **What if I disagree with Link Wentworth's decision?**

If you believe we made the wrong decision, you should first discuss your concerns with a Tenancy Manager. You can also ask to have the decision reviewed by completing an [Appeals](#) form which is available from our website or at your local Link Wentworth office.

If you need more information, please contact Link Wentworth on 13 14 21 or email [enquiries@linkwentworth.org.au](mailto:enquiries@linkwentworth.org.au)

Do you need a translator?

TIS National provides access to phone and on-site interpreting services in over 150 languages. Call 13 14 50.