

Jacaranda Housing
Request for an Absence from Property Application Form



Please complete this form to seek approval if you intend to be away from your home for more than eight weeks. For absences shorter than eight weeks but more than 28 days, please use this form to provide your contact details while you are away so we can contact you in case of emergencies.

Tenancy Details

Tenant/s Name: _____
Property Address: _____

Details of Absence

Dates you will be away: _____ **To** _____

Why you will be away: _____

Your Contact Details During your Absence

Address: _____
Phone Number/s: _____ **Mobile:** _____
Email: _____

Details of Contact Person to Care for Property While You Are Away

Name: _____
Address: _____
Phone Number/s: _____ **Mobile:** _____
Email: _____

***Note:** Please include any supporting evidence for your Absence. This may include medical certificate, correspondence from your health practitioner or any other relevant documentation.*

Declaration:

I/We, _____, hereby undertake to continue to satisfy all conditions of my/our General Tenancy Agreement, specifically the payment of rent (including two weeks in advance), completing the requirements of rent subsidy reviews that may be due during the absence period and ensuring the property is kept reasonably clean and tidy during the period of my/our absence. To the best of my knowledge, the information provided on and in conjunction with this form is true and correct. I/We understand that it is an offence liable to a penalty under the Housing Act 2003 and breach of my General Tenancy Agreement to knowingly provide false or misleading information to Jacaranda Housing.

Tenant Signature:	Date:
_____	_____
Tenant Signature:	Date:
_____	_____
Tenant Signature:	Date:
_____	_____
Tenant Signature:	Date:
_____	_____

Please return completed form to Jacaranda Housing via email – info@jacarandahousing.com.au; post – PO Box 64, Brisbane Market, Rocklea, QLD, 4106 or in person – Level 5, 973 Fairfield Road, Yeerongpilly, QLD, 4105.