



Temporary Absence Application Form

This form must be completed to request permission if you intend to be absent from your Department of Communities (Housing and Homelessness Services) property for three months or more. For absences shorter than three months, please use this form to provide caretaker and other contact details.

Rental Agreement No:

Tenant/s Name:

Address of property: Postcode

Details of absence

Dates absent: / / to / /

Reason for request:

Note: Talk to your nearest Housing Services office about what supporting evidence is required.

Your contact details during your absence (if absence approved)

Address: Postcode

Phone Number/s:
Home Work Mobile

Email

Details of contact person to care for the property in your absence

Name:

Address: Postcode

Phone Number/s:
Home Work Mobile

Email

Personal Information Privacy Notice

The Department of Communities is collecting personal information on this form to provide you with housing assistance or assess grant funding applications. This is authorised by the *Housing Act 2003*. To assist you with your housing needs and services, relevant personal information may, in very limited and specific circumstances, be disclosed to: Partner agencies, Service providers, Agencies authorised by legislative provisions, and local governments and non-governmental agencies that now, or will, provide you with housing and/or support services. Limited personal information may be used for housing related research, policy or planning functions. Unless authorised or required by law, your personal information will not be passed on to any other third party without your consent. More information about the department's privacy policy is available on our website at: www.communities.qld.gov.au/privacy.

Declaration

I/We (the tenant/s) hereby undertake to continue to satisfy all conditions of my/our State Tenancy Agreement, specifically the payment of rent (including two weeks in advance), completing the requirements of rent 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 a breach of my State Tenancy Agreement to knowingly provide false or misleading information to the Department of Communities.

Signature: **Signature**

Date: / / **Date** / /