

# Household Member Vacating Form

Complete this form to advise the Department of Communities (Housing and Homelessness Services) that a household member no longer lives at your public housing property. This form must be completed and returned to your nearest Housing Services office **within 28 days** of the household member vacating to ensure an immediate change to your rent.

**NOTE:** If the departing household member is a **tenant** (e.g. has signed the *State Tenancy Agreement*) the tenant must complete a *Notice of Intention to Leave* (RTA Form 13). This form is available from your local Housing Services office or any Australia Post office.

## Vacating household member's details

Rental Agreement number:

Address:


 Postcode 

Vacating household member's Name	Date of Birth	Relationship to legal tenant (e.g. spouse, son, daughter, friend etc.)	Date vacated

## Declaration

All **tenants** (legal tenants listed on the *State Tenancy Agreement*) **must sign below**.

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.

Name of tenant

Signature of tenant

Date

 /  / 

Name of tenant

Signature of tenant

Date

 /  / 

### 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](http://www.communities.qld.gov.au/privacy).