

factsheets&forms

Keeping you current with all the latest information.



Absence from Property notice

PLEASE NOTE:

Tenant's who will be absent for more than 3 months will need to request this in writing to the Housing Managers.
If absence is more than 6 months, the Housing Service Coordinator must approve your request.

Tenant's Name:	
Address:	
Date of Departure:	
Date of Expected Return:	
Reason:	
Destination: (Address & Telephone No.)	
Rent Payments Arrangements:	
Name of Property Caretaker:	
Relationship with You:	
Address:	
Telephone Number:	

Signature of Tenant:

Housing Manager Signature:

Housing Service Coordinator Signature:

Recommendation: Senior Housing Manager:

Approval Housing Service Coordinator: