



ABSENCE FROM PROPERTY FACTSHEET

Planning to be away for more than six weeks?

Affordable Community Housing Limited (ACHL) expects tenants to personally occupy their homes. If you are going to be away from your home for more than six weeks, you need to tell us.

If you don't tell us that you will be away from your home, or do not return to your home on the stated return date, we may take action to terminate your tenancy.

How long can I be away from home?

You can be away from your home for up to three months for an acceptable absence. In special circumstances you can apply to extend the absence beyond three months; however, you should discuss this with your Housing Manager.

You cannot be absent for more than 12 months in total over a five-year period.

What are acceptable absences?

Acceptable reasons for absences of up to three months include:

- Caring for sick or frail family members
- Hospitalisation, institutional care, nursing home care or rehabilitation
- Escaping domestic violence, harassment or threats of violence
- Assisting with immigration matters in your country of origin*
- Holidays*
- Employment, education or training
- Going to prison.

* Subject to Housing Services Coordinator approval.

Approving an absence from home

We will approve your absence from your home if we are satisfied that:

- There is an acceptable reason for you going away
- You have made arrangements to pay your tenancy charges, such as rent and water usage, while you are away
- The property will be adequately cared for while you are away
- You have appointed an agent over the age of 18 years to act on your behalf while you are away.

How do I tell ACHL I am going to be away from my home?

You need to complete the Being Absent from Your Home application form available from ACHL offices.

Where can I get more information?

For further details or answers to any questions, please visit or call your local ACHL office:

ACHL Silverwater: (02) 8622 1500
ACHL Bankstown: (02) 8760 8500

Website: www.achl.org.au

Providing secure, affordable housing to those most in need.

Unit 6, 63-79 Parramatta Rd, Silverwater NSW 2128 Phone: 02 8622 1500 Fax: 02 8622 1599 Web: www.achl.org.au