## Government Regional Officers' Housing (GROH) Notice of Intention to Vacate

Filling in this form	<ul> <li>Use black or blue pen</li> <li>Mark boxes like this  with a √ or x</li> </ul>	<ul> <li>Print in BLOCK LETTERS</li> <li>Attach any relevant information to this form</li> </ul>
1. Employing Department		3. Declaration
		I wish to advise of my intention to vacate the address of GROH property on
2. Occupant Details		I understand I am required to provide vacant possession of the property and the condition of the property is to be clean and in working order.
Surname  Address of GROH prop		I understand I will be required to provide formal vacation of the property on the above mentioned date by presenting keys to the nearest Department of Communities (Housing) office and completing a Tenant Vacating Form. If I am unable to personally attend I will provide appropriate authorisation for an individual to complete this on my behalf.
Address of GROH prop	Derty	Please note, it is a requirement to provide 21 days' notice of your intention to vacate. If less than 21 days' notice is provided it may not be possible to arrange a Pre-vacation Inspection prior to your intended vacation date.
Phone 1	Postcode	A Pre-vacation Inspection will be arranged with a Property Service Officer and is an opportunity to identify and fix any items which may otherwise be charged as Tenant Liability when you vacate.
Phone 2		Is a Pre-vacation Inspection required?  No Yes
Email		4. Tenancy Details
		NB: If sole tenancy please complete Part A only. If shared tenancy, please complete Part B only.
Do you have GROH Furniture in this house?  No Yes  Forwarding address		Part A. Sole Tenancy This residence is currently occupied by me as the sole tenant, and I am responsible for all other occupants. Upon my departure all keys will be returned to the Housing office, or to a location advised by the Housing and Property Services Officer.
		Signature of Tenant
State	Postcode	<b>L</b> i
Will you be provided with GROH accommodation with your next appointment?		Date
No Yes		D D M M Y Y Y Y

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## 4. Tenancy Details (continued)

## Part B. Shared Tenancy

This residence is currently occupied on a shared basis. Upon my departure all my keys will be returned to my employing department, or to a location advised by the Housing and Property Services Officer.

Signature of Tenant

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<b>L</b> D			
		J	
Date			
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Send this form to your Employing Department who will confirm the final tenancy arrangements.

The completed form is then to be forwarded to the relevant Housing office.

## OFFICE USE ONLY

Shared Tenancy: If one or more tenants vacate the accommodation, check the status of shared arrangements with the Department.

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