



Housesitting Request Form

Tenant Details

Surname:

First name:

Tenancy Ref:

Date of Birth:

D	D	M	M	Y	Y	Y	Y
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Tenancy Address:

Postcode:

Phone 1:

Phone 2:

Reason for requesting a housesitting arrangement
(attach evidence to the back of this form):

Period of tenant absence must not exceed six months:

D	D	M	M	Y	Y	Y	Y
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 to

D	D	M	M	Y	Y	Y	Y
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Temporary contact address while absent:

Please select which address mail from the Housing Authority should be sent to while you are absent. This includes any notice or document given under the *Residential Tenancies Act 1987*:

- ☐ Tenancy Address
☐ Temporary Address
☐ Other Address:

Emergency Contact Details:

Phone No.:

Housesitter Details

Surname:

First name:

Relationship to tenant:

Date of Birth:

D	D	M	M	Y	Y	Y	Y
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Current Address:

Phone 1:

Phone 2:

Next of Kin Name:

Phone No.:

Address:

Postcode:

Advocate/Support Agency:

Phone No.:

Address:

Postcode:

Declaration

We have read and agree to abide by the guidelines set out in the 'Information for Tenants and Housesitters' on the back of this form.

Tenant Signature:



Date:

D	D	M	M	Y	Y	Y	Y
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Housesitter Signature:



Date:

D	D	M	M	Y	Y	Y	Y
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Any information provided will be used solely for housing related purposes and will only be released in accordance with the Housing Authority's Privacy, Confidentiality and Duty of Care Policy.

Office Use Only

Housing Services Officer

Is the housesitting arrangement supported?

Yes ☐ No ☐

If NO a Decision Review Form must be completed.

If NO, has the tenant been advised of their right to appeal?

Yes ☐ No ☐

Name:

Signature:



Date:

D	D	M	M	Y	Y	Y	Y
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Manager Housing Services/Area Manager Endorsement:

Is the housesitting arrangement approved?

Yes ☐ No ☐

Name:

Signature:



Date:

D	D	M	M	Y	Y	Y	Y
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Information for Tenants and Housesitters

General

A housesitting arrangement may be approved in extenuating circumstances and will be assessed on a case by case basis, including, but not limited to:

- incarceration
- being held on remand awaiting sentencing or trial
- health reasons (including hospitalisation or undertaking rehabilitation)
- family or cultural reasons
- undertaking work, study or training within Western Australia (for tenants living in remote/ country areas of the state only).

Documented evidence must be provided to support the request for absence (e.g. letter from a hospital or doctor for health reasons or an email from a Department of Justice Transitional Manager or similar, confirming incarceration).

Both the tenant and the housesitter must have a satisfactory tenancy history with the Housing Authority, including, but not limited to:

- debt
- history of eviction
- previous history of illegal use of premises
- prior substantiated complaints of disruptive behaviour.

Period of Housesitting

Housesitting is only permitted for a maximum continuous period of up to six months.

Maintenance and Inspection

The Housing Authority can contact the housesitter to carry out required maintenance and inspections.

The Housing Authority is the owner of the property and is responsible for the general maintenance of the property.

The tenant remains responsible for all costs associated with the maintenance of the property due to neglect, misuse, wilful damage and rubbish removal (tenant liability).

Tenant

The Housing Authority's tenant remains responsible for all property standards and any other obligations of maintaining the tenancy in accordance with the requirements of their Tenancy Agreement.

You are responsible for maintaining all payments related to your tenancy during the period of approved housesitting, including the rent. You must continue to pay the same amount of rent you were paying before the housesitting was approved (either 25% of the assessable household income or the market rent).

If the housesitting period is for longer than eight weeks, rent charges will be recalculated to include the housesitter's income from the ninth week. You will need to supply the housesitter's income details to the Housing Authority at that time.

You must agree to the Housing Authority contacting the housesitter to carry out required maintenance and inspections.

Housesitter

As the housesitter, you will not be charged rent by the Housing Authority during the period of approved housesitting. We will not accept any payments from you.

You do not have to satisfy the Housing Authority's eligibility criteria but you must be suited to the dwelling type. For example, only seniors can live in seniors' accommodation.

You must leave the property on the end date of the period of tenant absence recorded on page 1 of this form. The tenancy will not be transferred to you if the tenant does not return at the end of the housesitting period.