

Name: _____

Address: _____

Women's Housing Company must be advised if you intend to be absent from your property for more than 4 weeks. This is to ensure that WHC houses tenants with ongoing housing needs and to ensure properties are looked after at all times.

Women's Housing Company may grant permission for absence up to three months, within any twelve month period, depending on individual circumstances.

<p>I plan to be absent</p> <p>From: _____</p> <p>To: _____</p> <p>Reason: _____ _____</p>	<p>I nominate this person to take care of my property</p> <p>Name: _____</p> <p>Phone: _____</p> <p>This person will be staying at the property while I am away. <input type="checkbox"/> YES <input type="checkbox"/> NO</p>
---	---

If approval for your absence is granted, it is under the following conditions.
You MUST agree to these with your signature when submitting your request.

- **RENT MUST BE PAID** while you are away from your home.
- The nominated contact person must provide access to WHC or delegator, with appropriate notice, in accordance with RTA. Examples include; completing repairs or conducting periodic inspections.
- **Should you be unable to return to your home by the date stated above**, you must contact WHC as soon as possible. If you do not return to the property by the approved date, the property will be treated as **abandoned** and appropriate steps will be taken to regain possession.

Failure to comply, may result in legal proceedings at the NSW Civil and Administrative Tribunal (NCAT), including termination of tenancy.

Your Signature: _____

Date: _____