

Absence from a Property

For more information, please refer to our Absence From Property Policy.

The Buttery will advise the outcome of your application in writing.

Full Name

Address

Email Address

Contact Number

What is the main language you speak at home?

Do you need an interpreter when dealing with The Buttery?

Absence from Property

How long do you expect to be away from your property?

When will you leave the property?

When will you return to the property

What is the main reason for your absence from your property?

Please provide supporting documents, if available.

Tenancy Agreements

How will your rent and utilities (water, electricity, gas) be paid while you are absent from your property?

Have you made arrangements for the property to be adequately cared for while you are absent from the property?

If yes, please provide details

Appointed Agent During Absence

Please provide the contact details for someone that we can contact in relation to your property during your absence.

Full Name

Relation to Tenant

Address

Email Address

Contact Number



Notice and Declaration

Under the Housing Act 2001, the Privacy and Personal Information Protection Act 1998 and the Health Records and Information Privacy Act 2002, your consent is needed before The Buttery can exchange your personal information (include health information) with another party unless required or authorised by law to do so.

Under the Housing Act 2001, a fine up to \$2200 and/or three months imprisonment applies for making a false statement or representation. The Buttery may refuse further assistance or prosecute anyone who wilfully makes any false statements as a result of which they obtain accommodation or other financial benefit of any kind.

Please read and sign the declaration below:

- I understand the instructions given on the declaration form.
- To the best of my knowledge, the information provided in the form is correct.
- I understand there are penalties for giving false or misleading information.

Name

Your Signature

Date Signed