



Temporary Absence Application Form

This form – TSIRC Temporary Absence Application Form – must be completed by Tenant(s) for temporary absences from Social Housing, with or without Caretaker(s).

Please hand completed Form to your nearest TSIRC office or email to Housing@tsirc.qld.gov.au.

NOTE: APPROVAL FOR TEMPORARY ABSENCE IS NOT GIVEN UNTIL THIS FORM HAS BEEN SIGNED BY AN AUTHORISED OFFICER OF COUNCIL.

House Details

Lot: Street:

Division/Community:

("the House")

Tenant Details

Tenant 1 Name:

Tenant 2 (if any):

Tenant 3 (if any):

("You")

Details of Absence

Absent from (date):

for how long? up to 1 month 1–3 months 3–6 months
 6–9 months 9–12 months more than 12 months

NOTE: The Approved Period of Absence expires automatically on the date after the last date in the period selected above.

Reason for absence: illness incarceration study/employment
 other [specify]:

NOTE: You must provide written evidence of the reason(s) for your absence with your Application.

Tick if you are applying to extend a previously approved period of absence.

Reason for extension:

("the Approved Period of Absence")



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Your contact details during the Approved Period of Absence

Address:
 Postcode
 Phone: Mobile:
 Email:

("Your Forwarding Details")

Details of contact person/caretaker authorised by You to care for the House in your absence

Name:
 Address:
 Postcode
 Phone: Mobile:
 Email:

("the Caretaker(s)")

Subtenancy

Do You authorise the Caretaker(s) to live in the House while you are away?

YES: NO:

NOTE: A person authorised to live in the House while You are absent under an Approved Period of Absence is a "subtenant". A subtenancy is an agreement between You and the subtenant, not an agreement between Council and the subtenant. As tenant, You remain responsible for paying rent to Council even if a subtenant is living in the House. The subtenant must be approved by Council (see clause 35 of your General Tenancy Agreement).

TERMS AND CONDITIONS

You HEREBY acknowledge and agree that: -

1. All information contained in this Application is true and correct to the best of Your knowledge as at the time of completing;
2. You are the Tenant(s) of the House;
3. You must continue to satisfy all of Your responsibilities to Council as Tenant(s) of the House pursuant to the General Tenancy Agreement and/or the *Residential Tenancies and Rooming Accommodation Act 2008* (Qld), including but not limited to payment of rent as and when due, and ensuring the House is kept clean and tidy during the Approved Period of Absence;
4. Where You have indicated above that You authorise the Caretaker(s) to occupy the House for the Approved Period of Absence, You also agree that:



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- (a) You have notified the Caretaker(s) of all relevant responsibilities as occupier of the House under the General Tenancy Agreement and/or the *Residential Tenancies and Rooming Accommodation Act 2008* (Qld); and
 - (b) Any breach of the General Tenancy Agreement and/or the *Residential Tenancies and Rooming Accommodation Act 2008* (Qld) by the Caretaker(s) during the Approved Period of Absence, shall be considered by Council to be a breach by You;
5. Should You require extension of the Approved Period of Absence, You must apply again using the TSIRC Temporary Absence Application Form within two (2) weeks prior to expiry of the Approved Period of Absence;
6. You hereby offer and Council is at liberty to accept in writing at its sole discretion after expiry of the Approved Period of Absence, to terminate the General Tenancy Agreement pursuant to section 277(2) of the *Residential Tenancies and Rooming Accommodation Act 2008* (Qld), in the event that: -
- a. You have not returned to the House by expiry of the Approved Period of Absence; AND
 - b. You have not completed and had approved by Council by expiry of the Approved Period of Absence, another TSIRC Temporary Absence Application Form seeking approval for extension of absence.
7. Where the General Tenancy Agreement is terminated in accordance with clause 6 of these Terms and Conditions , Council shall be at liberty to enter into possession of the House and re-allocate the House to new Tenant(s); and
8. Where clause 7 applies, you shall pay and/or reimburse Council for all costs incurred by Council in removing, storing, delivering and/or selling all personal property located at the House, including but not limited to withholding and deducting from any credit balance owing to You by Council.

Tenant 1:

Print name:

Signature:

Date

Tenant 2:

Print name:

Signature:

Date

Tenant 3:

Print name:

Signature:

Date



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Caretaker(s):

Print name(s):

Signature(s):

Date

OFFICE USE ONLY

Temporary Absence approved?

YES: NO:

Complete if Caretaker(s) will be living in the House:

Does TSIRC consent to the Tenant(s) subletting the House to the Caretaker(s) as Subtenant(s) for the Approved Period of Absence?

YES: NO:

Authorising Officer:

Position:

Signature:

Date:

Provide the Tenant(s) with a copy of this completed form, if authorised.

INFORMATION PRIVACY STATEMENT

Your Personal Information is protected by law and can only be released to someone else where authorised by law or where you give your permission. Council is collecting your personal information contained in this document for the purpose of providing housing assistance and services. This collection of Personal Information is authorised by law under the *Housing Act 2003*. To assist you with your housing needs and services, relevant personal information may, in very limited and specific circumstances, be disclosed to partner agencies, service providers, agencies authorised under legislation and government and non-governmental agencies that now, or will, provide you with housing and/or support services. Limited personal information may be used for housing-related research, policy or planning functions.