



# Tharawal Housing Aboriginal Corporation (THAC)

## End of Tenancy Reconciliation Form

### Privacy Notice

Tharawal Housing Aboriginal Corporation values the right and privacy of all clients. Tharawal Housing Aboriginal Corporation will not share your personal information unless required to by law or consent has been given. The information collected from you or a third party will be held by Tharawal Housing Aboriginal Corporation. Tharawal Housing Aboriginal Corporation complies with NSW privacy legislation when collecting and managing personal information. We may use your information within our organization when coordinating and planning ways to provide better service delivery. Information will only be disclosed to outside bodies when legal required to and in certain circumstance.

<b>Client Details:</b>	Title - Mr, Mrs, Ms, Miss	<input type="text"/>	Client number	<input type="text"/>
	Last name or family name	<input type="text"/>		
	Given name/s	<input type="text"/>		
	Phone	<input type="text"/>	Mobile	<input type="text"/>
	Email	<input type="text"/>		

<b>Property Details:</b>	Unit/House number	<input type="text"/>	Street /Avenue	<input type="text"/>
	Town or Suburb	<input type="text"/>	Postcode	<input type="text"/>

<b>Forwarding Address:</b>	Unit/House number	<input type="text"/>	Street /Avenue	<input type="text"/>
	Town or Suburb	<input type="text"/>	Postcode	<input type="text"/>

### Reason for vacating:

Please tick which applies to you.

Moving to a private rental

Moving to live with family

Nursing Home

Deceased Estate

NCAT Action

Goal

Moving to alternative Social Housing

Provider:

I give permission for any credits left in my accounts to clear any debts I may have in other accounts with Tharawal Housing Aboriginal Corporation. If any monies is owed to me once all my accounts have been reconciled please refund:

Account name (please print)	<input type="text"/>
Bank or Credit union name (please print)	<input type="text"/>
BSB number	<input type="text"/> <input type="text"/> <input type="text"/> - <input type="text"/> <input type="text"/> <input type="text"/>
Account number	<input type="text"/>

I do not wish for any monies to be refunded into my bank account instead I am requested a cheque is refunded to:

Name	<input type="text"/>		
Address	<input type="text"/>		
Town or Suburb	<input type="text"/>	Postcode	<input type="text"/>



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### Notice and Declarations

Notice and Declarations Under the Housing Act 2001 a fine of up to \$2,200 and/or three months imprisonment applies for making a false statement or representation. Anyone who wilfully makes any false statements that result in them obtaining accommodation or other financial benefit of any kind may be refused further assistance by social housing providers or prosecuted.

**Notice:** Your personal information and any relevant health information provided on this form will be exchanged between social housing providers (public, community and Aboriginal housing) for the purpose of assessing your continuing eligibility for social housing and providing an appropriate service.

### Declaration

- I understand the instructions given on this application form.
- To the best of my knowledge, the information provided in this application form is correct.
- I understand there are penalties for giving false or misleading information.
- I authorise the Tharawal Housing Aboriginal Corporation (THAC) to:
  - confirm information provided by me with any third party and or any such third party to provide THAC any relevant documentation or information sought by THAC when determining or supporting this application.
  - Use my personal information in order to process this application.

If you are the applying to be the additional occupant and are aged 16 years or over, sign here, once you have read and understood the declaration statements.

Full name (please print)			
Signature	X		
Contact Number		Date	DD / MM / YYYY

### Declaration from Person Assisting You

Is there another person helping you to fill out this form?

Yes that person should  
 → read and sign the  
 declaration below
  No

- I filled in this form on the basis of the information the tenant gave me.
- I have read out the form and the answers to the tenant who seemed to understand them.
- I understand there are penalties for giving false or misleading information.

Full name (please print)			
Signature	X		
Contact Number		Date	DD / MM / YYYY

#### Staff Use Only

Date ended	DD / MM / YYYY	Keys returned	DD / MM / YYYY
Date Outgoing Inspection	DD / MM / YYYY	Date Outgoing Property Condition Report:	DD / MM / YYYY

Account Type	Balance	CR / DR	Date
Rent Account Number:	\$	CR / DR	DD / MM / YYYY
Water Account Number:	\$	CR / DR	DD / MM / YYYY
Repairs Charges Number:	\$	CR / DR	DD / MM / YYYY
Other:	\$	CR / DR	DD / MM / YYYY

#### Office Use Only

Tenancy ended on system	<input type="checkbox"/> Yes	<input type="checkbox"/> No	Accounts finalised	<input type="checkbox"/> Yes	<input type="checkbox"/> No
Outgoing PCR on file	<input type="checkbox"/> Yes	<input type="checkbox"/> No	Refund given	<input type="checkbox"/> Yes	<input type="checkbox"/> No
Outgoing inspection completed	<input type="checkbox"/> Yes	<input type="checkbox"/> No	File Updated	<input type="checkbox"/> Yes	<input type="checkbox"/> No

Staff initials		DD / MM / YYYY	Staff initials		DD / MM / YYYY
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