



08 Absence From Property

This fact sheet explains how Parramatta Mission Community Housing addresses those tenants that need to be absent from their property and responsibilities of the tenant during this time.

Housing provided by Parramatta Mission Community Housing is a limited resource and a valuable asset for those in need.

Parramatta Mission maximises the benefit gained from this resource by making sure our properties are used as homes and not left vacant for long periods of time.

If you are going to be away from your home for more than four weeks, you will need to tell us. If you don't tell us that you will be away from your home, or do not return to

your home on the stated return date, we may take action to terminate your tenancy.

How do I tell Parramatta Mission Community Housing that I am going to be away from my home?

You will need to complete an Application to be absent from a Dwelling and Appointment of an Agent form which are available from your property officer.

Tenants who are incarcerated

If you are going into prison, you can apply to retain your tenancy for up to (3) three months, however, if Parramatta Mission Community Housing is reasonably satisfied that the imprisonment will be in excess of three months; they may ask you to relinquish the tenancy immediately.

If the reason for imprisonment is related to a breach of the tenancy agreement, Parramatta Mission Housing may take action to terminate the tenancy. Each case will be considered on its merits.



Rent payable while away from your home

In approved circumstances where you have to be away from home the minimum amount of rent may apply and is \$5.00 per week.

This will only occur where you:

- are not eligible for Centrelink benefits, for example, because you are in custody, or
- Enter a nursing home, rehabilitation centre, respite care, refuge (or other

safe place) and is required that you pay rent for that accommodation.

Approving an absence from your home

Parramatta Mission Community Housing will approve your absence from your home if we are satisfied that:

- You have made arrangements to pay your tenancy charges, such as rent and water usage, while you are away.
- The property will be adequately cared for while you are away.
- There is an acceptable reason for you going away
- You have appointed an agent to act on your behalf while you are away (the agent must be over 18 years of age).

How do I tell Parramatta Mission Community Housing that I am going to be away from my home?

You will need to complete an Application to be absent from a Dwelling and Appointment of an Agent form which are available from your property officer.

What if I disagree with Parramatta Mission Community Housing's decision?

If you believe we have made a wrong decision, you should first discuss your concerns with your property officer. You can also ask to have the decision reviewed. To do this, please fill in the Compliments, Appeals and Complaint form available from your property officer.