

Community Housing Notice to Vacate Form



Please return this completed form using the enclosed prepaid envelope OR via email to tenancy@mymomentum.org.au

1. Your details

Name

Property address (Momentum)

Your contact number

Your email address

2. Intention to vacate

I intend to vacate the property on

I am leaving because

My forwarding address is

The type of housing I am moving to is best described as:

- Social housing Private rental Other
 Short-to-medium term housing Care facility (including rehab)

3. My bank details

In the event of a refund of any payments from Momentum my bank account details are:

Account name

Name of bank

BSB number

Account number

Acknowledgement

I understand that should my rent be in credit at the time of vacate but I have monies owing to my non-rent account, my rental credit will be used to offset the balance I have owing.

Signature

Date

4. Acknowledgement and agreement to repay debt

Please complete this section if you have an outstanding debt with Momentum Collective.

I acknowledge that a sum of

Is owed to

Momentum Collective

Consisting of

Rent

\$

Water usage

\$

Property repairs

\$

I intend to repay this debt by:

(Select either Option 1 OR Option 2)

Option 1: Lump sum payment

I will make a lump sum payment of:

\$ on

And (if the debt is not fully cleared), I will pay:

\$ every Week
 Fortnight

And continuing until the debt is cleared

Option 2: Repayment plan

I will make regular repayments of:

\$ every Week
 Fortnight

Commencing on

And continuing until the debt is cleared

Deposit/transfer

I agree to make payments towards my vacated debt in to the following bank account:

BSB: **062682**

Account number: **10313715**

Bank: **Commonwealth Bank (CBA)**

Account name: **Third Sector Australia Ltd - Tenancy Account**

Payment ref no.:

Signature:

Date:

PLEASE NOTE: this form only reflects what is owing at the time of receiving this form and may not be the final amount owing to Momentum Collective.