

Housing program.

➤ Tenant Fact Sheet-You're Moving Out

So you are moving?

There are many reasons for moving. The St Vincent de Paul Society Queensland understands that when a person's needs change, their housing needs often change as well. The Society encourages its tenants to regularly consider their housing needs and to make decisions which provide the most appropriate housing solution for their own unique household and circumstances. Some of the reasons for deciding a move may include:

- A growth in independent living skills.
- More confidence to handle a different type of housing
- A change in support needs.
- One or more tenants leaving a shared household.
- A growth in the number of household members.
- A breakdown in household relationships including domestic violence.

What do you do first?

Notify your housing officer of your decision to move. You can do this by contacting your local Housing Officer and providing a RTA Form 13 Notice of Intention to Leave Form. Your local Housing Officer can provide you with this form if you do not already have one.

What's next?

You will receive a letter acknowledging your intention to move out and letting you know if your rent payable up to the date you intend to vacate and if applicable, advising any other amounts such as general service charges or invoices that are being owing. You will also receive 2 copies of an RTA Exit Condition Report. This is for you and your Housing Officer to conduct an exit inspection of your unit on the day you are vacating your unit or the next working day. You must have all your possessions removed from the unit before the inspection is done. If you do not wish to be present for the inspection your Housing Officer will complete an exit inspection of your unit the day AFTER you vacate and compare it with the report completed by you.

Moving out day is getting closer

The Society recommends you start planning your move and packing early. You should also consider if you have plenty of boxes for packing and transporting your belongings. These can generally be obtained at no cost from supermarkets if you ask for them. It is also useful to start collecting old newspapers to wrap breakables and other delicate objects and to label all your packed boxes with what they contain as this will make it easier when unpacking in your new home.



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Making a list can help you organise your move, add things like arranging for:

- Mail to be re-directed through Australia Post
- Change of address at your work, bank, Centrelink, doctors, mobile phone carrier, subscription TV provider, Qld Transport, Insurance company, schools and university/TAFE, etc
- Final readings to be done for electricity/gas and for your telephone, etc to be disconnected.

When should I start cleaning?

The Society expects the property to be returned to the Society in the condition it was in when you first moved in, subject to consideration of reasonable wear and tear. This means that you will need to leave the property in a clean condition. The Society recommends starting to cleaning your home early. You might consider cleaning areas inside cupboards and drawers as you are packing to make the cleaning process easier later on and leaving things like windows, window sills, carpets, curtains and blinds, patio or balconies to be done in the days before you move so you do not forget to do anything. You are responsible to ensure the carpets in your unit have been professionally cleaned and you have provided the receipt so remember to allow time for this.

Look at the Entry Condition Report you filled in when you moved into your home, it will tell you what your unit was like when you first moved in. Except for fair wear and tear you are required to leave your unit in the same condition as it was when you first moved in so now is the time to fix all those little things that you said you would get to one day.

Cleaning Checklist

- | | |
|--|---|
| <input type="checkbox"/> Glass sliding doors | <input type="checkbox"/> Stove top, back & sides |
| <input type="checkbox"/> Windows/Sills | <input type="checkbox"/> Sink and bench tops |
| <input type="checkbox"/> Curtains/Blinds | <input type="checkbox"/> Shower recess |
| <input type="checkbox"/> All Walls | <input type="checkbox"/> Shower curtain |
| <input type="checkbox"/> Walls of balcony or patio | <input type="checkbox"/> Bathroom sink and pipes |
| <input type="checkbox"/> Doors — internal/External | <input type="checkbox"/> Bathroom mirror and cabinet |
| <input type="checkbox"/> Doors — patio/balcony, back | <input type="checkbox"/> Taps and fittings |
| <input type="checkbox"/> Cupboards —internal/external | <input type="checkbox"/> Tiled area around sink |
| <input type="checkbox"/> Drawers — internal & external | <input type="checkbox"/> Toilet including bowl |
| <input type="checkbox"/> Light shades and switches | <input type="checkbox"/> Balconies (floors, railings) |
| <input type="checkbox"/> fridge — internal/external | <input type="checkbox"/> Bathroom floors |
| <input type="checkbox"/> Defrost freezer | <input type="checkbox"/> Floors |
| <input type="checkbox"/> Oven & Griller | <input type="checkbox"/> Carpets |



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On the day you move out

- Exit Condition Report completed Yes/No
- All Keys returned Yes/No

What about the Bond?

- Have you left your unit in a clean and tidy condition? Yes/No
- Has any damage to the unit or items within been fixed? Yes /No
- Carpets professionally cleaned and receipt given to your Housing Officer? Yes/No
- Is the property in the same condition as when you moved in? Yes/No
- Is everything that was there when you moved in still there? Yes/No
- Have you removed all your personal belongings? Yes/No
- Have you ensured you do not have any rent arrears? Yes/No
- Have you paid any outstanding invoices? Yes/No
- Have you completed and signed the Exit Condition Report? Yes/No
- Have you returned all your keys? Yes/No

If you can answer YES to all of the above questions and your Housing Officer agrees there should be no reason why your bond will not be fully refunded.

Where can I get more information?

The Society's Housing Officer will provide you with further information and discuss with you any concerns or questions you may have.

You can raise any concerns you have about the Society's Policies & Processes. For any enquiries about the Society's housing program, please contact the Society:

St Vincent de Paul Society – Queensland
Housing Program – State Admin Office
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South Brisbane Qld 4101
Telephone: 3010 1000
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