 Teacher Housing

Notice of Intention to Vacate

Please check the vacating advice in the Teacher Tenant Handbook on the Teacher Housing website at:

<http://www.education.vic.gov.au/school/principals/infrastructure/Pages/teacherhousing.aspx>

Please complete this Notice as soon as you know the date you are going to vacate the dwelling and forward one copy to your host school and one to the department by fax on (03) 9637 2650.

The Tenancy Agreement requires a minimum of 21 days’ notice to vacate the premises.

Payroll deductions can only be ceased with the minimum of two weeks' notice.

*Return keys to the host school or Property Manager with the building number and address noted on the key ring.*

TEACHER TENANT DETAILS

Surname: Given Name:

Address of TH Property:

Payroll Number: Host School/ Agent:

VACATING DATE

**Declaration:**

I hereby give notice of my intention to vacate the Teacher Housing residence on the day of 20

Signature of Occupant: Date: / /20

Forwarding Address:

(Note forwarding address cannot be a Post Office Box Number.)

Contact Phone Number(s) Work: Home: Mobile:

Bank Name: Account No: BSB No:

Account Holders Name:

OFFICE USE ONLY

Current Deductions: $ Date to Cease Payroll Deductions: / /20

Membership ID: (Region and SAMS Property Numbers)

Security Deposit Refund: Host School/ Agent:

Claim Form Processed: / /20