

## Request for Absence from Property

Please send the completed form to Bridge Housing Limited  
By Post: PO BOX 20217, World Square, NSW 2002 | By Fax: (02) 9799 7055 or  
By Email: [customerservice@bridgehousing.org.au](mailto:customerservice@bridgehousing.org.au)

For more information, please refer to the 'Absence from Property' policy on our website: [www.bridgehousing.org.au](http://www.bridgehousing.org.au).  
Bridge Housing will advise the outcome of your application in writing.

### Personal Details

Title	<input type="text"/>			
Forename(s)	<input type="text"/>			
Surname	<input type="text"/>			
Address	<input type="text"/>			
Suburb	<input type="text"/>	Postcode	<input type="text"/>	
Contact Number(s)	<input type="text"/>			
Email Address	<input type="text"/>			
What is the main language you speak at home?				<input type="text"/>
Do you need an interpreter when dealing with Bridge Housing?				<input type="checkbox"/> YES <input type="checkbox"/> NO

### Absence from Property

How long do you expect to be absent from your property?  
(please place a number in the boxes within appropriate time frame)

Year(s)	<input type="text"/>	Month(s)	<input type="text"/>	
Week(s)	<input type="text"/>	Day(s)	<input type="text"/>	
Date of return to your property?				<input type="text"/>

What is the main reason for your absence from your property?  
(please provide supporting documents, if available)

## Tenancy Arrangements

How will your rent and utilities (water, electricity, gas) will be paid while you are absent from your property?

Have you made arrangements for the property to be adequately cared for while you are absent from the property?

YES If yes, give details below ↓       NO

## Appointed Agent during Absence

Title	<input type="text"/>		
Forename(s)	<input type="text"/>		
Surname	<input type="text"/>		
Relation to Main Tenant	<input type="text"/>		
Address	<input type="text"/>		
Suburb	<input type="text"/>	Postcode	<input type="text"/>
Contact Number(s)	<input type="text"/>		
Email Address	<input type="text"/>		

## Notice and Declaration

Under the Housing Act 2001, the Privacy and Personal Information Protection Act 1998 and the Health Records and Information Privacy Act 2002, your consent is needed before Bridge Housing can exchange your personal information (including health information) with another party unless require or authorised by law to do so.

Under the Housing Act 2001, a fine up to \$2,200 and/or three months imprisonment applies for making a false statement or representation. Bridge Housing may refuse further assistance or prosecute anyone who wilfully make any false statements as a result of which they obtain accommodation or other financial benefit of any kind.

Please sign and read the declaration below.

- I understand the instructions given on this declaration form.
- To the best of my knowledge, the information provided in this form is correct.
- I understand there are penalties for giving false or misleading information.

<b>Full Name</b>	<input type="text"/>
<b>Signature</b>	<input type="text"/>
<b>Date</b>	<input type="text"/>