

### Tenancy Details

Complete this form in full to seek approval if you intend to be away from your home for more than eight weeks and for absences less than eight weeks, simply provide contact details in case of an emergency.

Tenant name:			
Property address:			
Phone:			
Email:			

### Period

Departure date:		Return date:	
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### Reason for Absence

Attach a separate sheet if required and provide evidence supporting your application e.g. medical certificates.

### Property Care

Describe what actions will be put in place to care for the property in your absence e.g. mail collection, garden maintenance, security.

### Contact Details

Provide a contact number for the time you will be away and the address of where you will be staying.

Address:			
Phone:			
Email:			

### Caretaker Details

Provide the below details if a temporary caretaker will be responsible for the care of the property in your absence.

Name:			
Relationship:			
Phone:			
Email:			

### Next of Kin

*Describe what actions will be put in place to care for the property in your absence e.g. mail, garden maintenance, security.*

Name:

Relationship:

Phone:

Email:

### Conditions

The tenant acknowledges and agrees:

- Tenants are required to seek approval to be away from their home for more than eight weeks at a time, or in total within any 12 month period, including when other household members remain in the property while the tenant is away. Submitting an application does not automatically provide approval for a temporary absence and an outcome will be provided in writing.
- The tenant must appoint an agent (temporary caretaker) to act on their behalf while absent from the property. The agent must be over 18 and could be another household member, a family member, friend or solicitor.
- The agent must inspect the property regularly and maintain it to the standard required by the tenancy agreement. Agents who are not a household member and wish to live in the property while the tenant is away, must apply to become an approved occupant, with the written consent of the tenant named on the tenancy agreement.
- Rent and service charges will remain the same during the period of absence except where the tenant is eligible for a reduced rent, or when a succession of tenancy has been approved.
- All other terms and conditions of the Tenancy Agreement will apply including the requirement to undertake annual rent and eligibility assessments.
- Tenants will be required to provide updated contact details when away from the property for any length of time and will be required to provide alternate contact details for absences of more than eight weeks.

### Tenant/s Declaration

I declare that, to the best of my knowledge, the information provided on and in conjunction with this form is true and correct. I understand that the above mentioned conditions will form part of any approval, if granted, and will form part of my tenancy conditions.

Tenant signature:

Date:

Tenant signature:

Date:

### Caretaker Declaration (if applicable)

I declare that, to the best of my knowledge, the information provided on and in conjunction with this form is true and correct and I understand the above mentioned conditions.

Tenant signature:

Date:

Tenant signature:

Date: