



Temporary Absences



Churches of Christ Housing Services tenants are able to take time away from their homes, just like anyone renting in the private market.

Absences less than eight weeks do not require formal approval however, tenants must notify us and continue to meet the obligations under the tenancy agreement—including:

- paying rent as well as any other debt or service charge arrangements
- keeping the property and inclusions clean and tidy
- arranging for someone to check on the property regularly
- keeping us updated of any changes—including contact details.

How do I keep my details updated?

It is important to notify your housing officer before you go away. Let us know how long you will be away and how you can be contacted during that time, regardless of the duration of your absence. This ensures we can answer any questions about your home being 'vacant' or appearing 'abandoned' and contact you in case of emergency e.g. if your home is damaged or broken in to.

What about absences longer than eight weeks?

We understand that under special circumstances you may need to be away from your home for more than eight weeks at one time, or for a total of more than eight weeks in a 12-month period.

Individual circumstances will determine what is fair and reasonable in these instances and we will assess if your need to be away from the property balances the needs of other clients waiting for housing assistance.

Examples of fair reasons to be away for more than eight weeks include:

- health and wellbeing (hospitalisation, rehabilitation, or carer's responsibilities)
- work, training or study
- family, kinship and cultural responsibilities
- travel for a significant life event, circumstance or emergency
- domestic or family violence or child safety issues.

If you are away for a total of more than five months in a 12-month period, we may need to consider your ongoing need for housing assistance. Absences of more than twelve months will not be approved as it will be determined that you no longer require the property.

How do I apply?

To commence the application process please complete the following steps:

1. Complete a Temporary Absence Application.
2. Attach supporting documentation that could help to substantiate your need for a prolonged absence from your home. For example, if you are applying for medical reasons, attach evidence regarding your medical condition. Evidence may include a treating physician or doctor's report.
3. Send the completed application form, with supporting documents, to your housing officer or email us housingservices@cofcqld.com.au.

We will advise you of the outcome of your application in writing or we will contact you if further information is required.