

Ending a rental agreement

All Renters over the age of 18 must sign this form. If the person ending the rental agreement is not the renter, they must have a letter of authority signed by the renter and the Authorised Person section on the back of this form must be completed, or they must provide evidence that they are the renters legal representative.

Renter 1 full name	
Renter 2 full name (if applicable)	
Renter 3 full name (if applicable)	
Renter 4 full name (if applicable)	
Address of residential premises	
Reason for ending the rental agreement (optional)	

I, the renter/s named above, give notice to end the rental agreement at the residential premises (hereafter 'the property') and understand that I must:

- Give at least 14 days' notice to end a fixed term rental agreement (which cannot be before the end of the fixed term) or 21 days' notice to end a periodic rental agreement.
- Pay rent until the last day of my rental agreement.
- Remove all belongings from the property before returning it to the rental provider.
- Return the property to the condition it was in at the start of the rental agreement (except for fair wear and tear).

Return all keys, access tags/cards and remote controls for the property to the rental provider.

I:

- Agree to an inspection before I vacate the property ('pre-vacate inspection').
- Authorise the rental provider to dispose of any items left in the property after my rental agreement has ended and to charge the cost of disposal back to me.
- If my account is in credit, authorise the landlord to transfer this money to cover any debt.
- If my account is still in credit after any debt has been paid, I authorise the rental provider to refund it to me as outlined in 'End of Rental Agreement Refund' below.
- Agree to meet with a representative of the rental provider at the property for a final inspection at the date and time on the following page.

Pre-vacate inspection date & time	
--	--

Final inspection date & time	
Email	
Phone	
Forwarding Address	

End of Rental Agreement Refund

A refund can only be made to a bank account in the name of the renter, and only once they have vacated the property and any end of rental agreement charges have been finalised.

Bank/Financial institution:	
Account holder:	
BSB:	
Account number:	

Privacy Notice

We (SGCH Victoria Limited and its related bodies corporate) collect and use personal information about you to deliver our services to you, including processing your application, managing your tenancy, and communicating with you. We may also collect and use personal information about you for reporting purposes to meet our contractual, legal or regulatory obligations, and as otherwise described in our Privacy Policy. We may be required by *Housing Act 1983* (Vic) and other contractual or regulatory requirements to collect certain personal information to verify your identity, confirm eligibility and assess your requirements.

We may disclose personal information about you to third parties, for the purposes described above. We may also disclose personal information about you to other third parties where you have given us permission, or if we are legally required or authorised to do so.

We may also collect, use and disclose health information or other sensitive information about you for the purposes described above. We may disclose health information to relevant government agencies in Victoria. Where we collect this information about you, we will obtain your consent to do so, unless otherwise permitted or required by law.

If you choose not to provide your personal information to us, we may not be able to process your application or provide services to you.

Our Privacy Policy has information about how you can access and/or correct personal information we hold about you and how you can make a privacy complaint.

You can read our Privacy Policy and get more information about privacy from our website www.sgch.com.au or by calling our office on 1800 573 370 or by emailing privacyofficer@sgch.com.au.

	Signature	Date
Renter 1		
Renter 2		
Renter 3		
Renter 4		

Once complete, you can submit this form by email, post, or in person at any of our offices.

Email: victoria@sgch.com.au

Post: Level 2B, 818 Whitehorse Road, Box Hill VIC 3128

In person: Box Hill

Got questions?

Call us: 1800 573 370

Email us: victoria@sgch.com.au

Check our website: sgch.com.au/victoria