

When you decide to move out of your house, it is very important that you talk to your support worker to let them know as soon as possible.

That way, we can support you to move on and we can start planning for the next people who need the house.

THINGS TO DO BEFORE YOU LEAVE

- **Remove all rubbish from your property and clean it.** Pay attention to the kitchen and bathroom areas.
- **Do not leave your furniture behind for the next tenant.** Leave the house empty.
- **Do not leave unwanted furniture or rubbish on the verge.** Take it to the tip.
- If there was a fridge in the house when you move in, make sure it is left behind and is left clean for the next person.

OTHER THINGS TO REMEMBER

- Visit the office to arrange for the cancellation of your Centrepay deductions for rent and water use.
- Talk to staff about your rent. If you are in front, we may need to organise a refund. This takes up to 14 days.
- Change your address with Centrelink, banks, phone companies and other people who send you mail.
- Close off your electricity account. Call Synergy on 131 353.
- Close off your gas account. Call Alinta on 131 358.



FINAL INSPECTION

Your support worker will arrange to visit you on the last few days before you move to do an inspection. Your worker will let you know what needs to be done to leave the house in good condition for the next tenants. They will also assess whether there has been any damage done to the property that you are responsible for paying for.

LEAVING THE HOUSE FOR THE LAST TIME

- Put out your green and yellow Council (SULO) bins;
- Make sure all taps and lights are turned off;
- Close all windows and lock all the doors.



KEYS

After you leave the property, hand all your keys back to staff.

FORWARDING ADDRESS

Leave your new address with your worker so we can send your mail on to you.

DEBTS

Please see a staff member to arrange a payment plan for any debts such as unpaid rent, water usage or damage to property.

EXIT INTERVIEW

Your support worker may organise a time to talk to you about what it was like to stay in our accommodation. This helps us make improvements to the way we work.



YOUR FEEDBACK IS ALWAYS WELCOME!

Please submit feedback to admin@indigojunction.org.au

