

## APPENDIX C CEASING A TENANCY - EMPLOYEE RESPONSIBILITIES

### CEASING A TENANCY INFORMATION

Direct inquiries regarding vacating a GROH property to the [GROH office](#) or the [Department's Housing and Transport officers](#).

Further information for vacating tenants is available from:

- [GROH Tenants Handbook](#)
- [Housing and Transport webpage: Ceasing a tenancy](#).

### VACATING A RESIDENCE

All employees provided accommodation must:

- provide at least 21 days notice of intention to vacate a property by submitting the online [Notice of Intention to Vacate GROH Accommodation](#) form
- arrange a property inspection with local GROH office
- vacate the property by 31 December, if employed until the end of school year.

If the [Notice of Intention to Vacate GROH Accommodation](#) form is late or not lodged, employees are responsible for the rent and any damage to the property, even after vacating the residence.

### RESIDENCE CLEANING AND PROPERTY MAINTENANCE

The vacating tenant must:

- ensure the residence, grounds and any furniture are clean and tidy, in a condition consistent with the Property Condition Report. A cleaning checklist is available at: [GROH Information for Vacating Tenants](#)
- report any maintenance issues promptly to [Housing Direct](#) to enable completion before a new tenant arrives.

### RESIDENCE UTILITIES

The vacating tenant must not disconnect power or water. The Department will arrange to take over those accounts based on the notice of intention to vacate. (see [Ceasing a tenancy](#)).

### DEPARTING THE RESIDENCE

The vacating tenant must ensure:

- all doors and windows are locked
- all outdoor furniture, hoses/sprinklers, mats, bin and any other loose items are stored in a storeroom or inside the house. This is important in cyclone prone areas
- mains power, water and any automatic garden sprinklers remain on
- gas bottles are turned off
- personal mail has been redirected, as mail will not be forwarded.

### KEY RETURN

The vacating tenant must return clearly labelled key/s to the GROH office or a designated location; and complete a (Department of Communities/GROH) Tenant Vacating Form. The vacating tenant is liable for the cost of replacement locks if keys are not returned.