

SUCCESSION OF TENANCY

FACTSHEET

If a tenant leaves the property due to imprisonment, death or other reasons, Evolve Housing may agree to transfer the tenant's property rights to another member of their household. Evolve Housing will not approve a request for succession of tenancy if the tenant vacates the property for personal reasons or their own choice.

Household members who may be eligible for succession of tenancy:

- Spouse (husband or wife)
- De facto partners (including same-sex partners)
- Adult household members over 18 years of age
- Legal guardians/custodians of children of the household
- Carers

The household member (applicant) must:

- Meet social housing eligibility criteria.
- Not be an unsatisfactory or ineligible former tenant.
- Be an approved additional occupant of the household.
- Be included on existing and previous applications for rent subsidies (if the tenant receives a rent subsidy).
- Have had a satisfactory occupation within the tenancy for two years before the request for succession, or for the whole tenancy if it has been for less than two years.
- Repay any debts from previous tenancies
- Submit their application at least 21 days before the tenant leaves the property (only if possible). If reasons for the application involve death, sudden illness or imprisonment, then the applicant should apply as soon as possible.

How to apply

- Complete the Application for Housing Assistance and Succession of Tenancy form, available from Evolve Housing's office or website www.evolvehousing.com.au.
- The application will be processed as soon as possible, usually within 20 days.
- If approved, Evolve Housing will offer you a tenancy. In most cases the tenancy will be for the property you are currently living in, however, another property may be offered if it matches the applicant's needs.

What if the application is not approved?

Evolve Housing will request to have the property vacated. If the applicant is not happy with this decision, they can lodge an Appeal (see our Appeals fact sheet). If the property is not vacated, then Evolve Housing will take the matter to the NSW Civil & Administrative Tribunal (NCAT) for possible termination.

Further information

For more information or answers to any questions, please visit or contact:

Address: Henry Dodd House

9–13 Argyle Street, Parramatta NSW 2150

Phone: **1800 693 865**

Email: myevolve@evolvehousing.com.au

Website: evolvehousing.com.au

Translation service

If you need help with interpreting or translation because English is not your first language, phone the All Graduates Translating and Interpreting Service on **1300 652 488**. They will phone the housing organisation and interpret for you for free.