

ABSENCE FROM PROPERTY FORM

Document No: HS070.3

TENANT DETAILS		
First Name:	Surname:	
Address:		
Suburb:	State:	Postcode:
Phone (home):	Email:	
Phone (mobile):	Phone (work)	
Please provide a copy of your airline booking when submitting this form.		
Destination Address:		
Date of Departure:	Date of expected return:	
Reason for Absence:		
Date of expected return:		
Who will look after your property?		
Name of property caretaker:		
Relationship to you:		
Their Address:		
Their Phone (mobile):	Their Email:	
SIGNATURE REQUIRED		
Tenant Signature:	Housing Manager signature:	
Recommendation: Team Leader	Date:	
Approval Executive Manager signature:	Date:	

Once complete please return this form to your Housing Manager or email myevolve@evolvehousing.com.au

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