

Caretaker Application Form

Use this form to apply for a caretaker to stay in your home while you are temporarily absent. Both you and your caretaker must sign this form.

TENANT'S DETAILS

Name:

Address:

Phone:

Email:

ABOUT YOUR ABSENCE

Date leaving:

Date Returning:

Your contact details while you're away:

Reason for absence:

The caretaker will be in the property

From:

To:

CARETAKER'S DETAILS

Name:

Address:

Phone:

Email:

Proof of identity document details:

List everyone who will be staying in your home with the caretaker:

Name	Age	Relationship to caretaker

TENANT STATEMENT

I understand that:

- I must not allow a caretaker or any other person to stay at the property without the permission of YourPlace Housing (YPH).
- Any arrangement I have with the tenant in relation to caretaking my home while I am absent is private in nature and YPH does not have any responsibility or liability in relation to this arrangement.
- I must continue to comply with all conditions of my tenancy agreement while I am absent from the property and these obligations cannot be transferred to a caretaker.
- I will continue to pay my rent and any other amounts owing to YPH on time and in full while I am absent.
- If I am making payment towards a debt with YPH under a formal or informal payment arrangement I will continue to make those payment while I am absent.
- The person I have requested permission to caretake my home during my absence must not remain at the property after I return.
- YourPlace Housing has my consent to contact the caretaker during my absence to arrange access for maintenance to be undertaken if there is an emergency
- I am responsible for the conduct of my caretaker while they are at the property. This includes any additional person(s) granted access to my home by the caretaker in my absence.

Tenant Name:

Signature:

Date

CARETAKER STATEMENT

- I intend to stay at the property for the sole purpose of being a caretaker during the tenants absence.
- I will not remain at the property after the date the tenant has stated they will return unless otherwise approved by the tenant and YPH.
- Any arrangement I have with the tenant while they are absent is private in nature and YourPlace Housing does not have any responsibility or liability in relation to this arrangement.
- I understand that my conduct while staying at the property must not breach the terms of the tenant's tenancy agreement.

Caretaker Name:

Signature:

Date

OFFICE USE ONLY

Received Date:

Assessed by:

Date:

Application Recommendation: APPROVED / NOT APPROVED

Tenancy Officer Name:

Date:

Signature:

If application is not approved, please tick reason(s) for non-approval:

Tenant does not meet conditions to apply for a caretaker (provide details)

The caretaker does not meet the conditions to be approved (provide details)

The application is unsigned or incomplete (provide details)

Other (please specify)

Application Outcome: APPROVED / NOT APPROVED

Managers Name:

Signature:

Date: