LEAVING YOUR ACCOMMODATION

There are many responsibilities you should recognise and tasks to attend to before leaving your accommodation.

Never leave your accommodation without notifying anyone or with outstanding debts and responsibilities because you may face difficulties if you want to find rental accommodation in the future.

TEMPORARY ACCOMMODATION

It may be necessary to move into temporary accommodation while you are finalising your affairs. If you are unable to stay with a friend during this period, please see our visit the Housing website for tips on finding temporary accommodation.

» rmit.edu.au/housing

GETTING YOUR BOND BACK

If you have paid a rental bond you need to arrange to get this returned to you at the end of the tenancy. It may take two weeks or more after you leave your accommodation to get your bond back.

Remember that your tenancy is not finished until the keys to the premises have been returned. Also, make sure that you leave the premises thoroughly cleaned and in good order to avoid your landlord claiming damages or cleaning expenses.

If you have been renting your property through a Real Estate agent or private landlord, your bond should have been lodged with the Residential Tenancies Bond Authority (RTBA).

At the end of the tenancy, if your landlord agrees not to make a claim against your bond, both you and your landlord must apply to the Bond Authority to have your bond returned to you. You must both sign a Bond Claim Form to supply the details of the bank account that the bond is to be paid into. Once the form is lodged with the RTBA, your bond will usually be paid the next working day.

If you agree that your landlord is entitled to some or all of your bond, you can sign over that amount of money on the Bond Claim Form. If you have a dispute with your landlord over how much and/or who is to be paid what out of the bond, the landlord must apply to the Tribunal within 14 days of the end of the tenancy.

Please contact the Housing Advisory Service if you have any queries regarding your bond.

CHECKLIST

Check off the following tasks when leaving your accommodation:

☐ Give adequate notice to your landlord (usually 28 days notice in writing). If you are breaking a lease and not clear about the process, seek advice from a Housing Advisor as soon as possible
☐ Ensure the property is properly cleaned
☐ Organise the final property inspection and return the keys as close as possible to the date you will vacate the property
☐ Cancel/disconnect your utilities (electricity, gas, water, phone and internet)
☐ Organise the redirection of your mail through your local Post Office
☐ Sell your furniture, books and other items or arrange to have them sent home
☐ Notify RMIT, other organisations and authorities and your friends and family of your change of address

CANCELLING YOUR UTILITIES

Usually, different organisations are responsible for telephone, gas, water and electricity supplies. If you are leaving a share-house situation you need to make sure your name is taken off the bills and organise a meter reading so you can make sure your account is up-to-date when you leave.

If you are vacating a rental property, you will need to contact each organisation separately to disconnect your services and finalise your accounts. The amount of notice varies, but you should contact each service at least a week before you move out. You will need to let them know what date you no longer require the service, and where they can send any outstanding bills. There may be a small charge for disconnecting your utilities.

If you are unsure how to disconnect your utilities, check your latest bill for details.
MAIL REDIRECTION

Your local Post Office can organise for your mail to be redirected from your current address to almost any other destination, both in Australia and overseas. The cost varies depending on the location you want your mail forwarded to, but is approximately $5 (AUD) per month.

If you are an international student returning home, you can redirect ordinary letters without additional fees but they will be sent by Sea Mail. Sea Mail can take up to four months to reach its destination, so having someone in Australia who can send items on is often the quickest option. It is also safer and more convenient to have a friend or relative you trust to check your local mail in case something comes up that requires a quick response.

SELLING YOUR GOODS

myRMIT

You can sell furniture, text books and other items you no longer need in the Student Lounge of myRMIT where there is a classifieds section available to all RMIT students. In the lounge, you may find students new to your program who are looking for the books you want to sell. You may also find students that have just moved to Melbourne and need furniture.

» rmit.edu.au/myrmit

Other selling options

Other options for selling used goods include:

- eBay Australia
  » ebay.com.au

- The Age classifieds
  » adonline.com.au

- The Trading Post
  » tradingpost.com.au

- Melbourne Xchange
  » melbourneexchange.com.au

DONATING YOUR GOODS

If your goods are in good condition but you are having trouble selling them, you may be able to donate them to charities such as:

- The Salvation Army
  » salvationarmy.org.au/salvosstores

- Brotherhood of St Laurence
  » bsl.org.au

- St Vincent de Paul (Vinnie’s)
  » vinnies.org.au

SHIPPING YOUR GOODS

You should arrange shipment of your goods home as early as possible. There are many companies that provide this service. More detailed information on these is available either at the International Student Information and Support office (ISIS) or by ringing the companies directly:

- Professional Freight Services
  » pfs.net.au

- Jetta Express Baggage Service
  » jetta.com.au

- Seven Seas Worldwide
  » sevenseasworldwide.com

DISCLAIMER

The information on this fact sheet is provided as a guide only. RMIT Student Services Group takes no responsibility for the accuracy of the information or services supplied. Providers listed are not owned or operated by RMIT. Students should contact providers directly for further information.

CRICOS provider number: 00122A

Updated March 2010