



SUCCESSION OF TENANCY FACTSHEET

Succession of tenancy is when Pacific Link Housing agrees to transfer a tenant's right to live in a property to another eligible member of their household.

For example, if the tenant dies or leaves the property because of imprisonment, ill health or disability, we may agree to transfer the right to live in a Pacific Link Housing property to their spouse, partner or other eligible household member.

Pacific Link Housing provides succession of tenancy to ensure that household members will not be made homeless or suffer undue hardship because the tenant has died or left the property.

Who is eligible?

Household members who are eligible for succession of tenancy include:

- Spouse or defacto (including same-sex partner) aged 55 years or older
- Adult household member or carer over 18 years of age who meets priority housing criteria
- Legal guardian/custodian of children of the household
- Young person (16-18 years), provided you agree to have support from DOCS and a youth service agency
- Aboriginal person with a long term connection to the property or the area.

In general, when applying for succession of tenancy, the applicant must:

- Meet social housing priority eligibility criteria
- 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
- Not be an unsatisfactory or ineligible former tenant
- Repay any debts from previous tenancies (the debt repayment can be negotiated).

Your application will not be approved if you have, whilst an occupant of any Pacific Link Housing property, committed acts of violence directed at

neighbours or staff, been involved in illegal activities or caused damage in that property.

When can I apply?

It is important to notify Pacific Link Housing as soon as possible if the tenant has died or will be leaving the property.

Where possible, an application for Succession of Tenancy should be submitted to Pacific Link Housing at least 4 weeks before the tenant leaves the property.

How do I apply?

To apply, complete the Succession of Tenancy Application Form, available from your Pacific Link Housing Manager, our office or our website www.pacificlink.org.au. Please ensure you attach all relevant documents as listed on the Evidence Requirements Factsheet and return it to our office. You may also need to complete the Application for Housing Assistance Form.

If you are approved: Pacific Link Housing will offer you a tenancy. In most cases the tenancy will be for the property you are currently living in. However, in some cases the tenancy offered will not be for that property, for example if the property is too large for your needs or has modifications that are not required. In this case, we will offer you a property that matches your needs.

If you are not approved: Pacific Link Housing will request you vacate the property. You can have the decision reviewed by lodging an appeal. If you do not vacate the property as requested, Pacific Link Housing will commence action to terminate the tenancy at the Consumer, Trader and Tenancy Tribunal.

Where can I get more information?

For further details or answers to any questions, please visit or call the Pacific Link Housing office:

(02) 4324 7617
Suite 2, Level 1, 10 William St, Gosford, NSW 2250
Website: www.pacificlink.org.au