



blackcommunity
HOUSING SERVICE (QLD.) LTD.

Fact sheet 9) Succession of a tenancy

Black Community Housing Service (QLD) Ltd. (BCHS) is committed to providing accessible and sustainable tenancy management and assistance services. We strive to provide access to affordable housing that will enable Aboriginal and Torres Strait Islander families to position themselves to transition over time into long-term and mainstream housing markets. Providing support and assistance to clients in understanding and meeting their tenancy obligations is a subsequent priority, to support current and future housing, social and economic aspirations for Indigenous individuals and families.

What is a succession of a tenancy?

A succession of a tenancy takes place when there is a change to the legal tenants of a property. Any one applying to take over a tenancy agreement must meet the eligibility criteria and supply evidence to support their application.

Under what circumstances does succession of a tenancy agreement apply?

A succession of a tenancy is needed when either:

- i) A legal tenant passes away
- ii) An existing household member wants to become a legal tenant; or
- iii) When a legal tenant leaves the household

NOTE: A succession of a tenancy is not needed under the following circumstances:

- If you change your name after marriage or revert back to your maiden name; or
- If you have changed your name by Deed Poll.

What is the succession process?

To become a legal tenant, you will need to fill out the relevant application form provided to you by Coulson's Real Estate on behalf of BCHS. It is very important that you follow this process and supply any supporting evidence or

documentation that you are asked for. This helps support the assessment of your application.

The types of documentation and supporting materials that you may be asked to provide will depend on the situation. The following table gives an idea of what you will need to provide to Coulson’s Real Estate to apply for a BCHS property by possible situations, in addition to your standard tenancy application.

Table 1) What you might need to provide depending on the succession of a tenancy situation

Scenario	Evidence required
You are applying as a legal tenant has passed away and you are taking over the tenancy	You will be required to supply a copy of one or more of the following: <ul style="list-style-type: none"> - Death certificate - Funeral account - Funeral notice - Letter from Doctor
A legal tenant has left the household and you are taking over the tenancy	You will need to supply a completed Notice of Intention to Leave (RTA Form 13). It will need to be signed by the vacating tenant. If you are unable to contact the departing tenant or get their signature, you should speak to Coulson’s who will coordinate with BCHS for a decision.
You want to become an additional legal tenant on the Agreement	You will need to provide any evidence of another tenant leaving. You will just need to complete the tenancy application form and supply the attachments that the application asks for. This may include proof of income, identification etc.

After you have completed your application and attached any other supporting documents, you will need to supply this to Coulson’s Real Estate, who will assess your submission on behalf of BCHS.

What happens after I submit an application?

Your application to become a legal tenant and any supporting documentation that you have provided will be assessed by Coulson’s on behalf of, and where relevant, in conjunction with, BCHS. You will be notified of the outcome. If you are successfully approved to become a legal tenant, you will need to sign a tenancy agreement.

If your application is not approved for a BCHS property, you are advised to contact Coulson's Real Estate. They will be able to provide you with information on why the submission was not approved and what you might be able to do to strengthen your application.

Can I get help filling out my application?

If you need some help when preparing your application for a BCHS property, you are able to contact Coulson's Real Estate for advice. You are also able to have a family member or friend provide you with assistance in understanding and completing all relevant forms and documents.

I have some further questions

For further information or assistance regarding succession of a tenancy and relevant application processes, please contact Coulson's Real Estate, who will be able to provide you with information and assistance regarding the respective BCHS property.

Coulson's Real Estate:

Email) Kerry@coulsonrealestate.com.au

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Note: Other tenancy factsheets are available via the BCHS website (www.blackcommunityhousingervice.org)