# A Notice of intention to terminate for your SDA provider

## An Easy Read guide for you

## How to use this guide

Consumer Affairs Victoria (CAV) wrote this guide. When you see the word ‘we’, it means CAV.

We have written this guide in an easy to read way.

We have written some words in **bold**.

We explain what these words mean.

There is a list of these words on page 5.

This Easy Read guide is a summary of a notice.

You can find the notice on our website at [www.consumer.vic.gov.au/sda](http://www.consumer.vic.gov.au/sda)

You can ask for help to read this guide.

A friend, family member or support person may be able to   
help you.

## What is specialist disability accommodation?

**Specialist disability accommodation (SDA)** is accessible housing for people with disability.

When you live in SDA, we call you an SDA resident.

The housing is provided by an SDA provider.

## What is this guide about?

This guide is about a notice for your SDA provider.

The notice is called a **Notice of intention to terminate**.

This notice is about ending your **SDA residency agreement before you move into your SDA.**

You can only use the notice if:

* your SDA provider didn’t give you an information statement 7 days before you signed the agreement

and

* you want to **terminate** your agreement.

If you terminate your agreement, it means you want it to end.

You must:

* fill out parts 1–9 of the notice
* sign part 11 of the notice.

## Sending the notice

You can give your SDA provider the notice:

* in person
* in the mail
* by email.

You can only send your SDA provider the notice by email if they have said it is ok in your agreement.

## Word list

**Specialist disability accommodation (SDA)**

Accessible housing for people with disability.

**SDA residency agreement**

Your **SDA residency agreement** is an agreement between you and your   
**SDA provider.**

**Notice of intention to terminate**

This notice is about ending your **SDA residency agreement before you move into your SDA.**

**Terminate**

If you terminate your agreement, it means you want it to end.

## Contact us

**1300 40 43 19**

The cost is the same as a local call.

If you speak a language other than English, please contact TIS – Translating and Interpreting Service.

**131 450**

Ask to talk to an Information Officer at Consumer Affairs Victoria on **1300 40 43 19**

TTY

If you use textphone or modem, call the National Relay Service.

**133 677**

Give them our number – **1300 40 43 19**

If you use Speech to Speech Relay call **1300 555 727**

Give them our number – **1300 40 43 19**

Website – [www.consumer.vic.gov.au](http://www.consumer.vic.gov.au)

Facebook – [/ConsumerAffairsVictoria](https://www.facebook.com/ConsumerAffairsVictoria)

Twitter – [@consumervic](https://twitter.com/consumervic)

YouTube – [www.youtube.com/user/consumervic](https://www.youtube.com/user/consumervic)

The Information Access Group created this text-only Easy Read document. For any enquiries, please visit [www.informationaccessgroup.com](http://www.informationaccessgroup.com).  
Quote job number 3131-B.