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 use pictures to explain some ideas.

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

We explain what these words mean.

There is a list of these words on page 8.

This Easy Read guide is a summary of a notice.


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.

SDA is part of the National Disability Insurance Scheme (NDIS).

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

The housing is provided by an SDA provider.
You will be given an **SDA residency agreement**.

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

It explains:

- how you can expect to be treated
- the things you must do.
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. It is part of the NDIS.

**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 55 81 81
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 55 81 81

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

133 677
Give them our number – 1300 55 81 81

If you use Speech to Speech Relay call

1300 555 727
Give them our number – 1300 55 81 81

/ConsumerAffairsVictoria

@consumervic

www.youtube.com/user/consumervic

The Information Access Group created this Easy Read document using stock photography and custom images. The images may not be reused without permission.

For any enquiries about the images, please visit www.informationaccessgroup.com. Quote job number 3131-B.