**A Notice for your SDA Provider**

**An Easy Read guide for you**





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

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| **Giving a notice to your SDA provider** |
|  | This form is for you to use when you need to tell your SDA provider something. |
|  | You might use the form to tell your SDA provider you need to install something in your SDA that will support you with your daily life. |
|  | You might use the notice to tell your SDA provider something at your SDA is broken or damaged and needs to be fixed |
|  You should use the notice if you need something fixed and it is:* urgent
* not urgent.
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| You might use the notice to tell your SDA provider you plan to vacate (move out of) your SDA |

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| **Sending the notice** |
|  | You can give your SDA provider the notice:* in person
* in the mail
* by email.
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| You can only send your SDA provider the notice by email if your **SDA residency agreement** says it is ok. |
| Your SDA residency agreement is an agreement between you and your SDA provider. |

**Contact us**

Kyeema SDA on **5523 5999**

Consumer Affairs on **1300 55 81 81**

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