**Separation checklist**

Exiting a de facto relationship

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| **Task** | **Date Completed** | **Notes** |
| **If you rent a house, take your (or your ex-partners’) name off the lease** If one of you are moving out of rented premises, you will need to arrange for the name of the vacating party to be taken off of the lease, otherwise, they will still be liable under the terms of the lease. |  |  |
| **Put a mail redirection in place if you have moved out of home** until you have notified relevant bodies of your new address details. |  |  |
| **Advise your employer of your new account details for payment of wages.** |  |  |
| **Discuss how jointly (and individually) held assets and liabilities should be dealt with (property settlement)**  Discuss with your ex-partner how the assets and liabilities of the relationship should be dealt with and divided, such as real estate, funds, superannuation, cars and shares. You can formalise your arrangement by way of a [financial agreement](http://www.peacefulpath.com.au) or consent orders. |  |  |
| **Child support arrangements**  You may be eligible to receive child support from your ex, or, you may have an obligation to pay child support to them. Contact the Child Support Assistance Office to determine the amount. |  |  |
| **Take Photos** of home and possessions from many different angles. |  |  |
| **Task** | **Date Completed** | **Notes** |
| **Make arrangements for the needs of the children.**  Negotiate with your ex-partner about children’s issues such as custody and parenting. This should be approached from the perspective of the best interest of the child. You can formalise your arrangements by way of a parenting plan or consent orders. |  |  |
| **Review your Will and estate planning arrangements.**  In most states, your whole Will, or parts of it that confers benefits on an ex-partner, will be void on divorce. It is important to review and update your Will after separation to ensure that it accurately reflects your intentions. |  |  |
| **Update your registered de facto relationship status**  If you registered your de facto relationship with the Department of Births, Deaths of Marriages, you will need to lodge the appropriate paperwork to update your relationship status. |  |  |
| **Arrange mediation or dispute resolution assistance**  If you are having difficulties communicating effectively with your ex, consider mediation or dispute resolution services. |  |  |
| **Arrange counselling if you are finding it hard to cope.**  The breakdown of a relationship can be an extremely traumatic experience, encompassing extremes of emotions such as anger, grief and blame. There are many wonderful counselling services to assist dealing with separation, and help move forward. |  |  |
| **Task** | **Date Completed** | **Notes** |
| **Advise Centrelink**  Of the changes to your status if you receive a pension or benefit such as family tax benefit or parenting payment, and update your payment details accordingly |  |  |
| **Change Passwords for online banking, social media accounts and any other online sites.** |  |  |
| **Close joint accounts**  Restructure your accounts and finances so that they are completely separate. This may mean closing joint accounts, paying out joint credit cards and store cards, and opening new accounts in your own name. |  |  |
| **Update direct debit arrangements** that were being paid automatically from any joint accounts that you have closed. |  |  |
| **Update insurance policies** You will need to update your insurance policies so that they no longer extend coverage over your ex-partner or your ex-partner’s belongings (for example, home, contents and car insurance). |  |  |
| **Task** | **Date Completed** | **Notes** |
| **Inform relevant agencies of your updated details:** Particularly if you are reverting back to your maiden name or changing address, you will need to advise organisations such as your phone company, Medicare, Centrelink and insurance companies. |  |  |
| **Take your name off of utilities bills**  If you are moving out of the home, make sure you name is taken off utilities bills, such as gas, electricity and telephone bills – otherwise, you will still be legally liable for any unpaid bills. |  |  |
| **Change pin numbers on bank cards where you have disclosed the information.** |  |  |
| **Other** |  |  |