



Appointment of an Agent

Please print in BLOCK LETTERS with a black or blue pen

This form is to be completed by the tenant to authorise a person ('the agent') to act on their behalf in relation to their rights and obligations under the Residential Tenancy Agreement while they are absent from their dwelling. For information or assistance with this form, phone **1300 HOUSING** (1300 468 746) 24 hours a day, seven days a week.

Client reference number	T File number	Payment reference number
<input type="text"/>	<input type="text"/>	<input type="text"/>

Declaration

I, the tenant
(provide full details)

Title

Mr, Mrs, Ms, Miss

Last name or family name

Given name (s)

Of (residential address)

Unit/House number Street/Avenue

Town/Suburb Postcode

Phone Mobile

Email

Do hereby appoint (please print full name)

Mr/Mrs/Ms/Miss

Family name

Given name (s)

Of (address)

Unit/House number Street/Avenue

Town/Suburb Postcode

Phone Mobile

Email

As my agent during my absence from the dwelling

From (date)

To (date)

Address of tenant while absent form property (maximum of 26 weeks)

Unit/House number Street/Avenue

Town/Suburb Postcode

Country

Phone Mobile

I have authorised my agent to accept service of any notices which may be given to me as a tenant under the Tenancy Agreement, or under the *Residential Tenancies Act 1987*.

Signature of tenant

Date

I acknowledge that I have been authorised as stated before.

Signature of agent



Date

DD / MM / YYYY

Office Use Only

Approved letter (agent) sent

Approved letter (tenant) sent

Declined letter sent

Name of Client Service Officer (please print)

Signature

Date

DD / MM / YYYY