



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 **1800 422 322**, 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	<input type="text"/>
Mr, Mrs, Ms, Miss	<input type="text"/>
Last name or family name	<input type="text"/>
Given name (s)	<input type="text"/>
Of (residential address)	Unit/House number <input type="text"/>
	Street/Avenue <input type="text"/>
	Town/Suburb <input type="text"/>
	Postcode <input type="text"/>
	Phone <input type="text"/>
	Mobile <input type="text"/>
	Email <input type="text"/>

Do hereby appoint (please print full name)

Mr/Mrs/Ms/Miss	Family name	<input type="text"/>
	Given name (s)	<input type="text"/>
Of (address)	Unit/House number	<input type="text"/>
	Street/Avenue	<input type="text"/>
	Town/Suburb	<input type="text"/>
	Postcode	<input type="text"/>
	Phone	<input type="text"/>
	Mobile	<input type="text"/>
	Email	<input type="text"/>
	Date of birth	<input type="text" value="DD / MM / YYYY"/>

As my agent during my absence from the dwelling

	From (date)	<input type="text" value="DD / MM / YYYY"/>
	To (date)	<input type="text" value="DD / MM / YYYY"/>
	Reason for absence from dwelling	<input type="text"/>
Address of tenant while absent from property (maximum of 26 weeks)	Unit/House number	<input type="text"/>
	Street/Avenue	<input type="text"/>
	Town/Suburb	<input type="text"/>
	Postcode	<input type="text"/>
	Country	<input type="text"/>
	Phone	<input type="text"/>
	Mobile	<input type="text"/>

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	<input type="text" value="X"/>
Date	<input type="text" value="DD / MM / YYYY"/>

I acknowledge that I have been authorised as stated before.

Signature of agent

Date

Office Use Only

Approved letter (agent) sent

Approved letter (tenant) sent

Declined letter sent

Name of FACS Officer (please print)

Signature

Date