

APPLICATIONS

The below information is to help you complete your application form and enable prompt processing. Please make sure you have all the documentation required as outlined below:

- Pay slips, bank statements. If you are paid weekly, we need 4 pay slips, if paid fortnightly we need 2 pay slips. If you are Self Employed, we do require a letter from your accountant advising your net income or your last Tax Return
- Centrelink Income statements
- Current Photo ID – Passport, Drivers license, Proof of Age Card
- Proof of current address – Like car rego papers, telephone bill, electricity bill
- If you are a homeowner, a current rate notice and or bank statement to show mortgage payments.
- Pets - Please list all pets on your application. A pet is ANY animal that will be living at the property with you. If you are applying with a pet that requires by law to be registered with council or requires special permits (eg, reptile) please ensure the Pet Agreement is completed with ALL details provided and a photo.

Please ensure you have provided email addresses for current employer, current and previous landlords or managing agent. Your application will not be accepted without these details.

To speed up the process of your application, please alert your employers and agents that these requests for information will be in process and we would appreciate a timely response.

What happens next?

Whilst your application is being processed you will receive regular SMS updates to keep you informed of the status of the application. These SMS messages **DO NOT** require a response. They are a courtesy to keep you informed.

If you are successful, you will receive a phone call from the Property Management Team as well as an SMS to advise you are successful and waiting for payment. We will require you to come into the office within 24 hours to complete the process and pay a week's rent to secure the premises and sign your lease agreement with us where we will go over your tenancy agreement in details with you.

If your application is unsuccessful, you will receive an SMS. Please understand not every applicant can be successful. Our hardworking Reception Team **DO NOT** know the reason why you were unsuccessful.

18 Sixth Avenue, Palm Beach Phone: 07 5559 9600 Email: rentals@palmbeachfn.com.au

Please Read Before Completing This Application

- o **YOU MUST HAVE PHOTO IDENTIFICATION TO APPLY FOR A RENTAL PROPERTY.**
- o You **must** fill in all required fields including **phone and email** for your Employer, Landlord and /or previous Agent. If this information is not included your application **cannot be accepted.**
- o Each applicant must have at least **one** document from each of the headings below otherwise your application will not be accepted.

PHOTO IDENTIFICATION:

Drivers licence or Passport

PROOF OF CURRENT ADDRESS:

Phone Bill/Electricity Bill/Car Registration or Tax Return

PROOF OF ALL INCOME SOURCES:

Pay Slips/**Centrelink Payment Statement** or Bank Statement

PROOF OF RENT PAYMENTS/ HOME OWNERSHIP:

Rent Receipts/Tenant Ledger or Rates Notice

PETS?

Please supply a photo & council registration number

We have inspected the property and wish to apply for six or twelve months (tick one only) from ___/___/___

- o I/we undertake to pay a rental bond equal to 4 weeks rent if my/our Application for Tenancy is successful.
- o I/we agree to pay one weeks rent upon signing of the Tenancy Agreement and a second weeks rent on receipt of keys.
- o I/we will pay the bond, which is to be lodged with the RTA by one of the following:

➤ EASY BOND CASH EFTPOS CREDIT CARD HOUSING DEPARTMENT *Tick one only*

Personal information is collected from tenants or potential Tenants in the course of a Tenancy Application and any subsequent Tenancy as is necessary for Palm Beach First National to verify the potential Tenant's identity, to process and evaluate the Application and to manage the Tenancy.

I/we acknowledge and understand that should my/our Tenancy Application be unsuccessful that it is policy of Palm Beach First National that all Tenancy Applications and other supporting documents shall be shredded within 2 weeks.

As a property manager/owner, we are required by law to let you know which databases we use to check your rental history.

First National Palm Beach uses the following tenancy databases:
 Tenancy Information Centre Of Australia **What if I am listed?**
 If you are listed on a tenancy database that we use, we are required by law to let you know that you are listed, and provide you with the contact details of the database operator so you can find out information about your listing.

Where can I get further information?
 If you would like more information about tenancy database laws you can visit the Residential Tenancies Authority website at rta.qld.gov.au or call 1300 366 311.

TICA Privacy Disclosure Form
 This form provides information about how your personal information is handled, as required by the Australian Privacy Principles in the Privacy Act 1988, and seeks your consent to disclosures to the TICA Group of companies (TICA) in specified circumstances. If you do not consent to the disclosure of your personal information to TICA we cannot process your application. As a professional asset manager we collect personal information about you. The information we collect can be accessed by you by contacting our office.

Primary Purpose:
 Before a tenancy is accepted we collect your information to assess the risk to our clients in providing you with a property you have requested to rent and if considered acceptable provide you with a tenancy for the property. In order to assess your application we disclose your personal information to: The Lessor/Owners for approval or rejection of your application, TICA Default Tenancy Control Pty Ltd and TICA Assist Pty Ltd to assess the risk to our clients and verify the details provided in your tenancy application, Referees to validate information supplied in your application and Other Real Estate Agents to assess the risk to our clients. The Agent may also take into account any information that is disclosed to us by TICA relating to attempts by Debt Collection Agencies, Credit Providers and related person to contact or locate you.

Secondary Purpose:
 During and after the tenancy we may disclose your personal information to: Trades people to contact you for repairs and maintenance of the property, Tribunals or Courts having jurisdiction seeking orders or remedies, Debt Collection Agencies and affiliated industries, TICA Default Tenancy Control Pty Ltd to record details of your tenancy history, Lessors / Owners insurer in the event of an insurance claim and Future rental references to other asset managers / owners. In the event of a successful tenancy application the applicant's personal information may be recorded in the Agent's TICA Virtual Manager System, which will allow the Agent to be advised of any future tenancy applications you make. Information regarding our data deletion practices can be advised should you wish. The TICA Virtual Manager program will monitor your tenancy applications as part of our Risk Management procedures to protect our landlord's exposure. The monitoring of your tenancy applications is not a listing on the TICA Tenancy History database. This information is information that would be available to the Agent on a truthfully completed tenancy application form.

TICA Statement
 As the TICA Group may collect personal information about you, the following information about the TICA Group is provided in accordance with the Australian Privacy Principles in the Privacy Act 1988. TICA Default Tenancy Control Pty Ltd (ABN 84 087 400 379) is a tenancy database that records tenants personal information from its members including tenancy application inquiries and tenancy history. TICA Assist Pty Ltd (ABN 28137 488 503) is a database company that records information from mercantile agents and associated industries. In accordance with the Australian Privacy Principles you are entitled to have access to any personal information that we may hold on any of our databases. To obtain your information from the TICA Group proof of identity will be required and can be made by mail to: TICA Public Inquiries PO BOX 120, CONCORD NSW 2137 a fee of \$19.80

TICA Primary Purpose
 The TICA Group collects information from its members and provides such information to other members as a risk management system for the purpose of assessing a tenancy application. The TICA Group does not provide any information that it collects to any other individual or organization other than its own group of companies for any other purpose other than assessing a tenancy application or risk management system or locating system other than government departments and or agencies allowed by law to obtain information from the TICA Group.

The personal information that the TICA Group may hold is as follows: Name, date of birth, driver's license number, proof of age card number and or passport number (except Australian) and address at time of making a tenancy application, comments made by a TICA member in relation to your tenancy, which members you rented through and which members you applied to and which members are seeking you.

FIRST APPLICANT'S SIGNATURE _____

SECOND APPLICANT'S SIGNATURE _____

THIRD APPLICANT'S SIGNATURE _____

FOURTH APPLICANT'S SIGNATURE _____

DATE ___/___/___

FIRST APPLICANT DETAILS

Property Address Applied for _____ Rent P.W. _____

PERSONAL DETAILS

Full Name _____ Date of Birth _____
Main Contact Number _____ Work Phone _____
Number of Dependants _____ Names & Date of Birth _____
Email Address _____ Relationship to other applicant/s: _____
Pets Yes No Number: _____ Types/Breeds _____
Drivers Licence Number _____ Car Rego _____ Car Type _____

CURRENT EMPLOYMENT

Current Employer _____ Occupation _____
Employers Email _____
Employers Address _____ Employers Phone _____
Length of Employment _____ Net Weekly Income \$ _____
 Full Time Part-Time Casual Contract: Length of Contract _____

OTHER SOURCE OF INCOME/SECOND EMPLOYMENT

Second Employer _____ Occupation _____
Employers Email _____
Length of Employment _____ Net Weekly Income \$ _____ Full Time Part-Time Casual
Income from another source _____ Contract Length of Contract _____
Do you own Investment Property? Yes No Can you provide a Statement showing rental income Yes No

SELF EMPLOYMENT DETAILS

Company Name _____ Trading As _____
Address _____ ABN/ACN _____
Industry/Nature of Business _____ Personal Net Income P.W. \$ _____
How Long Have You Been Self Employed _____ Attached Tax Return Bank Statement
Accountant _____ Phone Number _____
Creditor Reference _____ Email _____

STUDENT DETAILS

Name of Learning Institution _____
Diploma/Certificate Studied _____
Payment of Education: HECS Scholarship Weekly amount: \$ _____ Monthly Amount: \$ _____
Other form of payment: _____

CENTRELINK DETAILS

Type of Pension/Benefit _____ Total Payment/ Fortnight: \$ _____

RESIDENTIAL DETAILS

Current Address _____
 Owned Rented Rent per week \$ _____ From _____ To _____
 Private Landlord Agent Onsite Manager Other Name/Agency: _____
Reason for Leaving _____ Email _____
Previous Address _____
 Owned Rented Rent per week \$ _____ From _____ To _____
 Private Landlord Agent Onsite Manager Other Name/Agency: _____
Reason for Leaving _____ Email _____
Bond Refunded? Yes No If Not, Why? _____

REFERENCES

Name _____ Email _____
Name _____ Email _____

PERSONAL REPRESENTATIVE DETAILS (closest relatives not living with you)

Name _____ Relationship _____ Phone _____
Address _____ Email _____
Name _____ Relationship _____ Phone _____
Address _____ Email _____

Has a landlord or agent ever evicted you? Yes or No **Tick whichever is applicable**
Are you or have you ever been declared bankrupt Yes or No **Tick whichever is applicable**
Are you in debt to another landlord or agent? i.e. listed on TICA, NTD or Barclays? Yes or No **Tick whichever is applicable**
Is there any reason known to you that would affect your ability to pay the rent? Yes or No **Tick whichever is applicable**
Were any deductions made from your rental bond at your last address? Yes or No **Tick whichever is applicable**
Do you own a lawnmower? Yes or No Do you have a: Trailer? Caravan? Boat? Truck? **Tick whichever is applicable**
Total number of vehicles to be kept on property? _____
Are you a: Smoker? Non-Smoker? **Tick whichever is applicable**

Signature _____ Date ____/____/____

SECOND APPLICANT DETAILS

Property Address Applied for _____ Rent P.W. _____

PERSONAL DETAILS

Full Name _____ Date of Birth _____
Main Contact Number _____ Work Phone _____
Number of Dependants _____ Names & Date of Birth _____
Email Address _____ Relationship to other applicant/s: _____
Pets Yes No Number: _____ Types/Breeds _____
Drivers Licence Number _____ Car Rego _____ Car Type _____
Do you own Investment Property? Yes No Can you provide a Statement showing rental income Yes No

CURRENT EMPLOYMENT

Current Employer _____ Occupation _____
Employers Email _____
Employers Address _____ Employers Phone _____
Length of Employment _____ Net Weekly Income \$ _____
 Full Time Part-Time Casual Contract: Length of Contract _____

OTHER SOURCE OF INCOME/SECOND EMPLOYMENT

Second Employer _____ Occupation _____
Employers Email _____
Length of Employment _____ Net Weekly Income \$ _____ Full Time Part-Time Casual
Income from another source _____ Contract Length of Contract _____

SELF EMPLOYMENT DETAILS

Company Name _____ Trading As _____
Address _____ ABN/ACN _____
Industry/Nature of Business _____ Personal Net Income P.W. \$ _____
How Long Have You Been Self Employed _____ Attached Tax Return Bank Statement
Accountant _____ Phone Number _____
Creditor Reference _____ Email _____

STUDENT DETAILS

Name of Learning Institution _____
Diploma/Certificate Studied _____
Payment of Education: HECS Scholarship Weekly amount: \$ _____ Monthly Amount: \$ _____
Other form of payment: _____

CENTRELINK DETAILS

Type of Pension/Benefit _____ Total Payment/ Fortnight: \$ _____

RESIDENTIAL DETAILS

Current Address _____
 Owned Rented Rent per week \$ _____ From _____ To _____
 Private Landlord Agent Onsite Manager Other Name/Agency: _____
Reason for Leaving _____ Email _____
Previous Address _____
 Owned Rented Rent per week \$ _____ From _____ To _____
 Private Landlord Agent Onsite Manager Other Name/Agency: _____
Reason for Leaving _____ Email _____
Bond Refunded? Yes No If Not, Why? _____

REFERENCES

Name _____ Email _____
Name _____ Email _____

PERSONAL REPRESENTATIVE DETAILS (closest relatives not living with you)

Name _____ Relationship _____ Phone _____
Address _____ Email _____
Name _____ Relationship _____ Phone _____
Address _____ Email _____

Has a landlord or agent ever evicted you? Yes or No **Tick whichever is applicable**
Are you or have you ever been declared bankrupt Yes or No **Tick whichever is applicable**
Are you in debt to another landlord or agent? i.e. listed on TICA, NTD or Barclays? Yes or No **Tick whichever is applicable**
Is there any reason known to you that would affect your ability to pay the rent? Yes or No **Tick whichever is applicable**
Were any deductions made from your rental bond at your last address? Yes or No **Tick whichever is applicable**
Do you own a lawnmower? Yes or No Do you have a: Trailer? Caravan? Boat? Truck? **Tick whichever is applicable**
Total number of vehicles to be kept on property? _____
Are you a: Smoker? Non-Smoker? **Tick whichever is applicable**

Signature _____ Date ____/____/____

THIRD APPLICANT DETAILS

Property Address Applied for _____ Rent P.W. _____

PERSONAL DETAILS

Full Name _____ Date of Birth _____
Main Contact Number _____ Work Phone _____
Number of Dependents _____ Names & Date of Birth _____
Email Address _____ Relationship to other applicant/s: _____
Pets Yes No Number: _____ Types/Breeds _____
Drivers Licence Number _____ Car Rego _____ Car Type _____
Do you own Investment Property? Yes No Can you provide a Statement showing rental income Yes No

CURRENT EMPLOYMENT

Current Employer _____ Occupation _____
Employers Email _____
Employers Address _____ Employers Phone _____
Length of Employment _____ Net Weekly Income \$ _____
 Full Time Part-Time Casual Contract: Length of Contract _____

OTHER SOURCE OF INCOME/SECOND EMPLOYMENT

Second Employer _____ Occupation _____
Employers Email _____
Length of Employment _____ Net Weekly Income \$ _____ Full Time Part-Time Casual
Income from another source _____ Contract Length of Contract _____

SELF EMPLOYMENT DETAILS

Company Name _____ Trading As _____
Address _____ ABN/ACN _____
Industry/Nature of Business _____ Personal Net Income P.W. \$ _____
How Long Have You Been Self Employed _____ Attached Tax Return Bank Statement
Accountant _____ Phone Number _____
Creditor Reference _____ Email _____

STUDENT DETAILS

Name of Learning Institution _____
Diploma/Certificate Studied _____
Payment of Education: HECS Scholarship Weekly amount: \$ _____ Monthly Amount: \$ _____
Other form of payment: _____

CENTRELINK DETAILS

Type of Pension/Benefit _____ Total Payment/ Fortnight: \$ _____

RESIDENTIAL DETAILS

Current Address _____
 Owned Rented Rent per week \$ _____ From _____ To _____
 Private Landlord Agent Onsite Manager Other Name/Agency: _____
Reason for Leaving _____ Email _____
Previous Address _____
 Owned Rented Rent per week \$ _____ From _____ To _____
 Private Landlord Agent Onsite Manager Other Name/Agency: _____
Reason for Leaving _____ Email _____
Bond Refunded? Yes No If Not, Why? _____

REFERENCES

Name _____ Email _____
Name _____ Email _____

PERSONAL REPRESENTATIVE DETAILS (closest relatives not living with you)

Name _____ Relationship _____ Phone _____
Address _____ Email _____
Name _____ Relationship _____ Phone _____
Address _____ Email _____

Has a landlord or agent ever evicted you? Yes or No Tick whichever is applicable
Are you or have you ever been declared bankrupt? Yes or No Tick whichever is applicable
Are you in debt to another landlord or agent? i.e. listed on TICA, NTD or Barclays? Yes or No Tick whichever is applicable
Is there any reason known to you that would affect your ability to pay the rent? Yes or No Tick whichever is applicable
Were any deductions made from your rental bond at your last address? Yes or No Tick whichever is applicable
Do you own a lawnmower? Yes or No Do you have a: Trailer? Caravan? Boat? Truck? Tick whichever is applicable
Total number of vehicles to be kept on property? _____
Are you a: Smoker? Non-Smoker? Tick whichever is applicable

Signature _____ Date ____/____/____

FOURTH APPLICANT DETAILS

Property Address Applied for _____ Rent P.W. _____

PERSONAL DETAILS

Full Name _____ Date of Birth _____
Main Contact Number _____ Work Phone _____
Number of Dependants _____ Names & Date of Birth _____
Email Address _____ Relationship to other applicant/s: _____
Pets Yes No Number: _____ Types/Breeds _____
Drivers Licence Number _____ Car Rego _____ Car Type _____
Do you own Investment Property? Yes No Can you provide a Statement showing rental income Yes No

CURRENT EMPLOYMENT

Current Employer _____ Occupation _____
Employers Email _____
Employers Address _____ Employers Phone _____
Length of Employment _____ Net Weekly Income \$ _____
 Full Time Part-Time Casual Contract: Length of Contract _____

OTHER SOURCE OF INCOME/SECOND EMPLOYMENT

Second Employer _____ Occupation _____
Employers Email _____
Length of Employment _____ Net Weekly Income \$ _____ Full Time Part-Time Casual
Income from another source _____ Contract Length of Contract _____

SELF EMPLOYMENT DETAILS

Company Name _____ Trading As _____
Address _____ ABN/ACN _____
Industry/Nature of Business _____ Personal Net Income P.W. \$ _____
How Long Have You Been Self Employed _____ Attached Tax Return Bank Statement
Accountant _____ Phone Number _____
Creditor Reference _____ Email _____

STUDENT DETAILS

Name of Learning Institution _____
Diploma/Certificate Studied _____
Payment of Education: HECS Scholarship Weekly amount: \$ _____ Monthly Amount: \$ _____
Other form of payment: _____

CENTRELINK DETAILS

Type of Pension/Benefit _____ Total Payment/ Fortnight: \$ _____

RESIDENTIAL DETAILS

Current Address _____
 Owned Rented Rent per week \$ _____ From _____ To _____
 Private Landlord Agent Onsite Manager Other Name/Agency: _____
Reason for Leaving _____ Email _____
Previous Address _____
 Owned Rented Rent per week \$ _____ From _____ To _____
 Private Landlord Agent Onsite Manager Other Name/Agency: _____
Reason for Leaving _____ Email _____
Bond Refunded? Yes No If Not, Why? _____

REFERENCES

Name _____ Email _____
Name _____ Email _____

PERSONAL REPRESENTATIVE DETAILS (closest relatives not living with you)

Name _____ Relationship _____ Phone _____
Address _____ Email _____
Name _____ Relationship _____ Phone _____
Address _____ Email _____

Has a landlord or agent ever evicted you? Yes or No **Tick whichever is applicable**
Are you or have you ever been declared bankrupt Yes or No **Tick whichever is applicable**
Are you in debt to another landlord or agent? i.e. listed on TICA, NTD or Barclays? Yes or No **Tick whichever is applicable**
Is there any reason known to you that would affect your ability to pay the rent? Yes or No **Tick whichever is applicable**
Were any deductions made from your rental bond at your last address? Yes or No **Tick whichever is applicable**
Do you own a lawnmower? Yes or No Do you have a: Trailer? Caravan? Boat? Truck? **Tick whichever is applicable**
Total number of vehicles to be kept on property? _____
Are you a: Smoker? Non-Smoker? **Tick whichever is applicable**

Signature _____ Date ____/____/____

Property Address: _____

Reference Number: (office use only) _____

RENT PAYMENT OPTIONS

Dear Tenant

PLEASE SELECT A RENT PAYMENT OPTION FROM THE FOLLOWING:

These are the only ways you can pay your rent to FIRST NATIONAL Palm Beach. You must select ONE preferred method to pay your rent and hand this section back to the office before moving into your rental property, so we can allocate you with a unique reference number.

Under No Circumstances can you use the reference 'rent'.

FIRST NATIONAL PALM BEACH ACCOUNT NUMBER: 014-636 3773 74512
FORGE PALM BEACH PTY LTD TRUST ACCOUNT

BPAY:

This enables you to pay your rent over the telephone by keying in a biller code. You can also use BPAY to pay your rent via your credit card. BPAY charge \$1.25 per transaction. Conditions apply.

INTERNET BANKING / TRANSFER FUNDS:

You can pay your rent over the Internet direct from your account into our trust account. We will issue you with a unique reference so that we know the payment has come from you. At cost with your bank.

DIRECT DEBIT / PERIODIC TRANSFER:

You can set up a periodic transfer or a direct debit with your bank to automatically come out when your rent is due. We will issue you with a unique reference so that we know the payment has come from you. At cost with your bank.

BANK CHEQUE:

You can purchase a bank cheque from any bank, at cost with your bank. Should your cheque bounce there is a dishonour fee of \$45 per dishonour.

RENTAL REWARDS: Pay from your Bank Account, Credit or Debit Cards.

We accept       with  RentalRewards.com.au
Powered by PropertyPay

Payments are automatically debited from your nominated account on the due date. Simply register and obtain further information on the benefits of this option via www.rentalrewards.com.au Rental Rewards charge a \$5 monthly membership fee debited from your savings account + 1.1% for payments made from your Credit / Debit Card.

Request for approval to keep a pet in rental property (Form 21)

Residential Tenancies and Rooming Accommodation Act 2008
(Section 184D)



Tenants must use this form to request approval from the property owner to keep a pet or animal in their rental property. Tenants should complete a separate form for each pet. Property owner's approval is not required to keep a working dog at the property.

For more information about your rights and responsibilities, please see the [Renting with pets fact sheet](#).

On this form, the term property owner refers to the lessor, property manager or manager/provider who has the authority to act on behalf of the property owner.

When submitting this request by post, the sender must allow time for the mail to arrive when calculating the date the property owner must respond by (item 6).

1 Address of the rental property

	Postcode

2 Tenant/s seeking approval to keep a pet

1. Name		
Email		Phone

2. Name		
Email		Phone

3. Name		
Email		Phone

3 Property owner/s receiving this request

1.	
2.	
3.	

4 Details of request

I am/We are seeking approval to keep the following pet at the rental property (as stated in item 1).

I/We understand that I am/we are responsible for any nuisance, noise and damages caused by keeping a pet, and any damages caused by the stated pet below are not considered fair wear and tear under the law and I am/we are responsible for rectifying any damages caused by the stated pet.

I/We understand that:

- I am/we are responsible for any nuisance, noise and damages caused by keeping a pet
- any damages caused by the stated pet below are not considered fair wear and tear under the law, and
- I am/we are responsible for rectifying any damages caused by the stated pet.

4.1 About the pet

Animal type – Breed/species

Pet name

<input type="checkbox"/> Microchip number	
<input type="checkbox"/> Registration number	
<input type="checkbox"/> Sex	
<input type="checkbox"/> Fur colour and length	
<input type="checkbox"/> Weight, height and length	

Request for approval to keep a pet in rental property (Form 21)

Residential Tenancies and Rooming Accommodation Act 2008
(Section 184D)



4.2 Other information you would like to share about the suitability of the pet proposed to be kept in the rental property to assist the property owner to make an informed decision (optional)

- the pet's age, temperament, training
- whether the rental property is suitable for keeping this type of pet (i.e. size of property, outdoor areas, fencing requirements)
- whether the pet is permitted under the local council by-laws or any applicable body-corporate by-laws
- whether you intend to keep the pet inside and/or outside, or in an appropriate enclosure
- photo of pet (if applicable)
- photo of enclosure for pet (if applicable)

5 Date this pet request is sent

Day	Date	Method of sending request (e.g. email, post, in person)
<input type="text"/>	<input type="text"/>	<input type="text"/>

6 Date the property owner must respond by

<input type="text"/>	(must be within 14 days from date in item 5)
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7 Signature/s of the person/people issuing this request

Print name/s	Signature/s	Date
1. <input type="text"/>	<input type="text"/>	<input type="text"/>
2. <input type="text"/>	<input type="text"/>	<input type="text"/>
3. <input type="text"/>	<input type="text"/>	<input type="text"/>

Property owners must respond to this request in writing within 14 days. If no response is received by the date stated in item 6, this request is assumed to be approved.

Property owners can only refuse the request for a pet based on prescribed grounds as outlined under the legislation and can outline additional reasonable conditions for the approval. A [letter template](#) to help property owners structure their response to pet requests is available on the RTA website.

Do not send this form to the RTA. Give this form to your property owner/s and keep a copy for your records.

