



# Application for a Statement of Satisfactory Tenancy

This form is to be completed by a tenant or former tenant to request a Statement of Satisfactory Tenancy from Birribee Housing. For information or assistance with this form, phone (02) 7252 9516. If you need more room to answer any questions, please include details on a separate page and attach it to this form. Please ensure all relevant sections are completed, print, sign and return to us.

Payment reference number

## Your details

Title	<input type="text"/>		
Mr, Mrs, Ms, Miss			
Last name or family name	<input type="text"/>		
Given name (s)	<input type="text"/>		
Date of birth	<input type="text" value="DD / MM / YYYY"/>		
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 address	<input type="text"/>		

## Your request

I request that Birribee Housing provides me with a Statement of Satisfactory Tenancy in respect of my current/former tenancy at:

Unit/House number	<input type="text"/>	Street/Avenue	<input type="text"/>
Town/Suburb	<input type="text"/>	Postcode	<input type="text"/>

My statement should provide information about:

1. The address of my current/former tenancy with Birribee
2. The date my tenancy with Birribee
3. The date my tenancy with Birribee ended, or current date if not ended
4. My rental and other accounts

I agree to notify Birribee immediately and return the tenancy statement if it is not accurate.

## Consent for inspection (current tenants only)

I give consent to Birribee to undertake an inspection of my current Birribee property, where possible within 4 days of receipt of this request by Birribee.

 Yes No

## Statement of indemnification

I hereby indemnify Birribee from any claim at law, equity or statute by reason of the use or misuse of information contained in my Statement of Satisfactory Tenancy by any person to whom it may be referred to by me or in relation to any subsequent use or misuse by any third person by whatever means that person comes across my tenancy statement.

## Consent

I give my consent to Birribee Housing confirming the issue of the above statement should a property manager contact us to verify that the statement has been issued to me.

Full name ( please print)

Signature

Date

### When you have completed this form, return it to Birribee:

- **by email** to: [tenant@birribee.org.au](mailto:tenant@birribee.org.au).
- **by post** to PO Box 1425, Parramatta NSW 2124
- **in person** to your local Birribee Housing office