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| Pet request form |
| *Residential Tenancies Act 1997*, section 71 B |

# Information for tenants and landlords

Tenants must use this form to ask their landlord for consent to keep a pet at the rented premises. Landlords can only refuse a pet request if the Victorian Civil and Administrative Tribunal (VCAT) orders it is reasonable to do so.

A pet means any animal except an assistance dog (a dog that is trained to perform tasks that help a person with a disability to reduce the effects of their disability).

## Information for the tenant

Complete a separate form for each pet you want to keep and give the completed form/s (including this information page) to your landlord. Keep a copy of the form and the details of how you gave the request, for your own records.

Your landlord cannot unreasonably refuse to give you consent. If they want to object to you keeping the pet, your landlord will need to apply to VCAT within 14 days (starting the day they receive the form) for an order that they may refuse on reasonable grounds. It will be up to VCAT to decide if this type of order should be made. See ‘What can VCAT order?’ below.

If your landlord does not apply to VCAT within this 14-day period, the landlord’s consent is taken to be granted. It may take several days for you to receive a copy of any VCAT application.

## Information for the landlord

If you consent to this pet request, it is recommended that you notify the tenant in writing of your consent. Tick the relevant box in section 6 and send the form back to the tenant, keeping a copy for your records.

Under the law, you must not unreasonably refuse consent for a tenant to keep a pet on the rented premises. If you want to refuse, you must apply to VCAT within 14 days (of the day you receive this form). VCAT will hold a hearing and consider your application. See ‘What can VCAT order?’ below.

To apply, visit the VCAT website www.vcat.com.au/RTHub or call 1300 01 8228.

Complete section 6 of this form, to tell your tenant whether you consent or whether you have applied to VCAT to refuse consent. Send the form back to the tenant and keep a copy for your records.

If you do not apply to VCAT within the 14-day period, this will mean you have consented to the pet request, even if you have not given consent in writing.

## What can VCAT order?

VCAT can order that:

* the tenant may keep the pet on the premises, or
  + it is reasonable for the landlord to refuse consent to the pet request, and/or the pet is excluded from the premises.

When making its decision, VCAT may consider:

* the type of pet the tenant wants to keep, or is keeping
* the character and nature of the premises the tenant is renting
* the character and nature of the appliances, fixtures and fittings in the premises
* other relevant laws (for example, if the pet is prohibited by a local council law)
  + anything else VCAT considers relevant.

If VCAT makes an order excluding the pet from the premises, the order will include a date for the tenant to comply with the order. If the tenant has not complied with the order within 14 days of that date, the landlord may serve them with a notice to vacate, giving a minimum of 28 days’ notice.

## If a tenant keeps a pet without consent

If a landlord reasonably believes a tenant is keeping a pet on the premises without consent, they can apply to VCAT for an order to exclude the pet from the premises. See ‘What can VCAT order?’ above.

## Does this form apply to me?

New laws on pets in rental properties commenced on 1 March 2020. Tenants do not need to request consent for pets that were already present in the rental property before this date.

After 1 March 2020, tenants who want to bring a new pet into the property must use this form to request consent. It does not matter what date the tenancy agreement started.

## Help or further information

For more information, visit the Pets and renting page – Consumer Affairs Victoria website www.consumer.vic.gov.au/housing/renting/applying-for-a-rental-property-or-room/pets-and-renting or call Consumer Affairs Victoria on 1300 55 81 81.

If you want legal advice you can contact one of the community legal organisations listed on the Consumer Affairs Victoria website www.consumer.vic.gov.au/contact-us/who-to-go-to-for-help.

Information about renting is available in other languages at www.consumer.vic.gov.au/languages.

## Tenant details

Tenant/s name/s:

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Address of rented premises:

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Tenant address for serving documents *(can be email address if tenant has consented to electronic service)*:

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## Landlord details

Landlord/s name/s:

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Landlords address for serving documents (*can be email address if landlord has consented to electronic service, and can be agent’s address)*:

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## Pet details

I am asking to keep the following pet at the rented premises.

Complete a separate form for each pet. If you do not yet have a specific pet, complete as much information as you can about the kind of pet you intend to keep at the rented premises.

Animal type (including breed and species if known):

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Pet name (if known):

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Identifying details (if known – e.g. registration number, microchip number, sex, fur colour/length, other features):

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Other information you would like to share about the suitability of the pet being kept on the premises:

*You do not have to provide other information, but it may help the landlord to make an informed decision. This could include, for example:*

* information about the pet’s age, size, temperament, training or other characteristics
* whether the premise’s is suitable for keeping this type of pet (e.g. size of property, outdoor areas)
* whether the pet is permitted under the local council by-laws
  + whether you intend to keep the pet inside and/or outside, or in an appropriate enclosure.

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Further details are attached to this form (e.g. photo of pet, photo of enclosure, other information):

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Yes No

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Description of attachment/s:

## Service details by tenant

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This form will be given on

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Personally (for example by hand)

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By post

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Post method (e.g. regular, priority, express, registered)

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Delivery time (in days)

The 14-day period for the landlord to apply to VCAT if they want to refuse consent to the pet request begins the day the landlord receives the form.

* If you send this form by post, you must take into account the extra days it takes for the form to be delivered. Keep a clear record of the date you posted the form, and any evidence such as a registered post receipt. For information on Australia Post mail delivery options and times, visit the Australia Post website at www.auspost.com.au.
  + If you send this form by email, the provisions of the *Electronic Transactions (Victoria) Act 2000* apply. For legal purposes, the time when a document is received is when it can be retrieved from the email address the recipient nominated.

#### NOTE:

The landlord does not consent to electronic service of notices and other documents.

The tenant or the landlord must not infer consent to electronic service merely from the receipt or response to emails or other electronic communications.

## Signature of tenant

Signature/s of tenant/s

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Name/s of tenant/s

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Date of signature/s

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## Landlord’s consent

*(To be completed by landlord – tick the appropriate box)*

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I consent to the pet being kept at the rented premises

OR

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I have applied to VCAT to refuse consent to this request

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VCAT proceeding number

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Signature/s of landlord/s

Name/s of landlord/s

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Date of signature/s

To receive this publication in an accessible format contact [Housing Practice and Complex Support](mailto:housing.practicesupport@dhhs.vic.gov.au) <housing.practicesupport@dhhs.vic.gov.au>.

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Available on [Department of Health and Human Services Housing site](https://www.housing.vic.gov.au/pets-public-housing) <https://www.housing.vic.gov.au/pets-public-housing>.

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| Public Housing LanguageLink  **Arabic**  تتعلق هذه الرسالة بمسائل الإسكان العام مثل الإيجار أو عقود الإيجار أو الإسكان العام أو طلبات العربون. إن كنت تحتاج إلى أي مساعدة بشأن هذه الرسالة، فالرجاء الاتصال بالمكتب المحلي الذي تتبعه لطلب المساعدة. ويمكنك ايضاً الاتصال ﺒ "وصلة اللغة التابعة للإسكان العام" على الرقم 9280 0790، حيث يتم توصيلك بالمكتب المحلي الذي تتبعه، مع وجود مترجم.  **Cantonese**  Cantonese translation  **Mandarin**  Mandarin translation  **Croatian**  Ovo pismo se odnosi na pitanja državnog stambenog smještaja kao što su stanarina, stanarsko pravo, državni stambeni smještaj ili molba za jamstvo. Ukoliko vam je potrebna pomoć u vezi ovog pisma, molimo vas kontaktirajte vaš Stambeni ured. Također možete nazvati i Jezičnu liniju državnog stanovanja / Public Housing Language Link na broj: 9280 0792 kako biste, s tumačem na vezi, bili spojeni s vašim Stambenim uredom  **Polish**  Ten list dotyczy spraw mieszkaniowych, takich, jak czynsz, wynajmy, mieszkalnictwo państwowe i wnioski o kaucję. Jeżeli potrzebujesz pomocy w zrozumieniu tego listu, prosimy skontaktować się ze swoim lokalnym biurem o pomoc. Możesz również zadzwonić do Służby Językowej Mieszkalnictwa Państwowego (Public Housing Language Link) pod numer 9280 0793 i poprosić o połączenie przez tłumacza ze swoim lokalnym biurem. | **Russian**  Это письмо касается вопросов, связанных с государственным жильем, включая такие вопросы как квартплата, аренда жилья, заявления на предоставление государственного жилья или ссуды для внесения залога. Если вам нужны разъяснения в связи с этим письмом, то обратитесь за помощью в свой местный жилищный отдел. Вы также можете позвонить на Языковую линию Жилищного управления по номеру 9280 0794 и поговорить с работниками вашего местного жилищного отдела через переводчика.  **Somali**  Warqaddan waxay ku saabsan tahay arimaha gurisiinta dadweynaha sida kirada, kireysiga codsiyada gurisiinta dadweynaha ama kuwa dhigaalka. Haddii aad caawimaad uga bahaato warqaddan, fadlan kala xiriir xafiiska degaanka (local office) wixii cawimaad ah. Waxaad kaloo wici kartaa xiriirka Luqadaha ee Guryaha Dadweynaha oo ah 9280 0795 waxaana lagugu xirayaa xafiiskaaga degaanka adoo uu ku caawinayo turjumaan.  **Spanish**  Esta carta se refiere a asuntos de vivienda pública, como por ejemplo alquiler, contratos de arrendamiento, vivienda pública o solicitudes para préstamos. Si usted necesita ayuda para comprender esta carta, contacte la Oficina de la Vivienda (local office) más cercana para que le ayuden. También puede llamar al Enlace de Idiomas de las Viviendas Públicas (Public Housing Language Link) al 9280 0796 para que le conecten con su Oficina de la Vivienda por medio de un intérprete.  **Turkish**  Bu mektup kira, kiracılıklar, kamu konutları veya depozit başvuruları gibi kamu konutları konularıyla ilgilidir. Bu mektupla ilgili olarak yardıma ihtiyacınız varsa, lütfen yerel ofisinizle ilişkiye geçin. Ayrıca, 9280 0797’den Kamu Konutları Dil Bağlantısı’nı arayabilir ve yerel ofisinize bir tercümanla bağlanabilirsiniz  **Vietnamese**  Lá thư này nói về những vấn đề khi thuê nhà chính phủ, như: tiền thuê nhà, hợp đồng thuê nhà, nộp đơn xin thuê nhà ở chính phủ hay vay tiền đặt cọc. Nếu muốn có người giúp đọc thư này, xin quý vị liên lạc với Văn phòng địa phương để nhờ họ giúp đỡ. Quý vị cũng có thể gọi cho Đường Dây Trợ Giúp Ngôn Ngữ Gia Cư Chính Phủ theo số 9280 0798 và được nối mạch với Văn phòng địa phương cùng thông ngôn. |
| **For other languages, an interpreter is available through your local office.** | |
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