Notice to landlord of rented premises

Residential Tenancies Act 1997 **(the Act)**

Note: Enter text in spaces provided only. This form will be invalid if you remove or change any questions or other text.

Use this form to give notice to the landlord/agent that:

- non-urgent repairs are required
- you have arranged and paid for urgent repairs and you require reimbursement
- you have paid utility charges that are not your responsibility and you require reimbursement
- you caused or became aware of damage to the premises
- you are terminating the tenancy agreement before moving in
- you are the legal representative or next of kin of the tenant who is deceased
- you intend to vacate because the premises have been destroyed or are unfit for human habitation
- you intend to vacate for other reasons.

How to use this form

1. Identify your reason

Read the reasons for giving a notice on the back of this page and identify the correct reason for your circumstances.

The number beside each reason is the relevant section of the Act. You should consult the Act to make sure that you are entitled to give a notice.

2. Complete part 1 to 7

You must complete all boxes.

3. Sign at part 8 and write your name at part 9

4. Write your reason in part 10

In part 10, write the section number and the exact words given to you on the back of this page.

5. Attachments

For some reasons you must provide evidence or receipts. If you are providing them, attach them to the notice and tick the 'yes' box in part 11.

6. When the form is complete

Send a copy of the form to the landlord. For more information, see 'How to serve this notice' on page 2.

Keep copies of the form for your records. If the landlord does not comply, you can post one of these copies to Consumer Affairs Victoria to request an inspection or email the document to renting@justice.vic.gov.au

Telephone Interpreter Service

If you have difficulty understanding English, contact the Translating and Interpreting Service (TIS) on 131 450 (for the cost of a local call) and ask to be put through to an Information Officer at Consumer Affairs Victoria on 1300 55 81 81.

Arabic
إذا كان لديك صعوبة في فهم اللغة الإنكليزية، اتصل بخدمة الترجمة التحريرية والشفوية (TIS) على الرقم 131 450 (بكلفة مكالمة محلية) واطلب أن يوصلوك بموظف معلومات في دائرة شؤون المستهلك في فكتوريا على الرقم 1300 55 81 81.

Turkish İngilizce anlamakta güçlük çekiyorsanız, 131 450'den (şehir içi konuşma ücretine) Yazılı ve Sözlü Tercümanlık Servisini (TIS) arayarak 1300 55 81 81 numaralı telefondan Victoria Tüketici İşleri'ni aramalarını ve sizi bir Danışma Memuru ile görüştürmelerini isteyiniz.

Vietnamese Nếu quí vị không hiểu tiếng Anh, xin liên lạc với Dịch Vụ Thông Phiên Dịch (TIS) qua số 131 450 (với giá biểu của cú gọi địa phương) và yêu cầu được nối đường dây tới một Nhân Viên Thông Tin tại Bộ Tiêu Thụ Sự Vụ Victoria (Consumer Affairs Victoria) qua số 1300 55 81 81.

Somali Haddii aad dhibaato ku qabto fahmida Ingiriiska, La xiriir Adeega Tarjumida iyo Afcelinta (TIS) telefoonka 131 450 (qiimaha meesha aad joogto) weydiisuna in lagugu xiro Sarkaalka Macluumaadka ee Arrimaha Macmiilaha Fiktooriya tel: 1300 55 81 81.

Chinese 如果您聽不大懂英語，請打電話給口譯和筆譯服務處，電話: 131 450 (祇花費一個普通電話費)，讓他們幫您接通維多利亞消費者事務處 (Consumer Affairs Victoria) 的信息官員，電話: 1300 55 81 81。

Serbian Ако вам је тешко да разумете енглески, назовите Службу преводилаца и тумача (Translating and Interpreting Service - TIS) на 131 450 (по цену локалног позива) и замолите их да вас повежу са Службеником за информације (Information Officer) у Викторијској Служби за потрошачка питања (Consumer Affairs Victoria) на 1300 55 81 81.

Amharic አንግሊዝኛ ቋንቋ ለመረዳት ችግር ካለብዎ የአስተርጓሚ አገልግሎትን (TIS) በስልክ ቁጥር 131 450 [በአካባቢ ጥሪ ሂሳብ] በመደወል ቪክቶሪያ ደንበኞች ጉዳይ ጽ/ቤት በስልክ ቁጥር 1300 55 81 81 ደውሎ ከመረጃ አቅራቢ ሠራተኛ ጋር አንዲያገናኝዎ መጠየቅ።

Dari
اگر شما مشکل دانستن زبان انگلیسی دارید، با اداره خدمات ترجمانی تحریری وشفاهی (TIS) به شماره ۱۳۱ ۴۵۰ به قیمت مخابره محلی تماس بگیرید.
وبخواهید که شما را به کارمند معلومات دفتر امور مراجعین ویکتوریا به شماره ۸۱ ۸۱ ۵۵ ۱۳۰۰ ارتباط دهد.

Croatian Ako ne razumijete dovoljno engleski, nazovite Službu tumača i prevoditelja (TIS) na 131 450 (po cijeni mjesnog poziva) i zamolite da vas spoje sdjelatnikom za obavijesti u Consumer Affairs Victoria na 1300 55 81 81.

Greek Αν έχετε δυσκολίες στην κατανόηση της αγγλικής γλώσσας, επικοινωνήστε με την Υπηρεσία Μετάφρασης και Διερμηνείας (TIS) στο 131 450 (με το κόστος μιας τοπικής κλήσης) και ζητήστε να σας συνδέσουν με έναν Υπάλληλο Πληροφοριών στην Υπηρεσία Προστασίας Καταναλωτών Βικτώριας (Consumer Affairs Victoria) στον αριθμό 1300 55 81 81.

Italian Se avete difficoltà a comprendere l'inglese, contattate il servizio interpreti e traduttori, cioè il "Translating and Interpreting Service" (TIS) al 131 450 (per il costo di una chiamata locale), e chiedete di essere messi in comunicazione con un operatore addetto alle informazioni del dipartimento "Consumer Affairs Victoria" al numero 1300 55 81 81.

Notice to landlord of rented premises

Reasons to use in question 10

72(2)(a)–urgent repairs – reimbursement

- *write this and complete description and $ amount*

  I have arranged and paid for urgent repairs to the premises after taking reasonable steps to arrange for them to be carried out by you or your agent.

  The urgent repairs were __ and cost $__ I require you to reimburse me $__ within 14 days.
- *Please note – the maximum amount for which the landlord may be liable is $1,800.*
- *attach detail, receipts, and any other evidence.*

74(1)(a)–non-urgent repairs

- *write this and complete the repair description*

  I require you to carry out repairs to the premises within 14 days. The repairs needed are __

55(2)–utility charges

- *write the following and complete $ amount*

  I have paid utility charges that are your responsibility.

  I require you to reimburse me $__ within 28 days.
- *attach detail, receipts, and any other evidence.*

62–notice of damage

- *write the following and complete damage description*

  I am notifying you of damage to the premises. The damage is __

226–termination before moving in

- *write this.*

  I am terminating the tenancy agreement before I move in because the premises are __
- *select one of the following reasons and write it*
  - not in good repair.
  - unfit for human habitation.
  - destroyed to such an extent that they are unsafe.
  - not vacant.
  - not legally available for use as a residence.
  - unavailable for occupation for the following reason __

228–termination after death of sole tenant

- *write this.*

  I am the legal representative or next of kin of your tenant who is deceased. The tenancy agreement will end in 28 days after you are given this notice.
- *Please note – you can agree with the landlord in writing on an earlier termination date.*

238(1)–premises destroyed or unfit

- *write this and complete the date which may be the date on which the notice is given or a later date*

  I intend to vacate on __ / __ / __ because the premises are unfit for human habitation, or totally destroyed, or damaged so much that they are unsafe.

235(1)–intention to vacate (no specified reason)

- *write this and complete the date**

  I am giving you at least 28 days notice that I intend to vacate the premises on __ / __ / __

* If there is a fixed term tenancy agreement, this date cannot be before the end date of the agreement.

237(1)–intention to vacate

- *write this and complete the date**

  I am giving you at least 14 days notice that I intend to vacate the premises on __ / __ / __ because __
- *select one of the following reasons and write it*
  - you have given me notice to vacate under section 255 or 256 or 257 or 258 or 259 or 260 or 262 or 263.
  - I require special or personal care and need to vacate the premises to obtain this care.
  - I have received a written offer of public housing.
  - I require temporary crisis accommodation and need to vacate the premises in order to obtain that accommodation.

* If there is a fixed term tenancy agreement, this date cannot be before the end date of the agreement.

239(1)–non compliance with Tribunal order

- *write this and complete the date*

  I am giving you at least 14 days notice that I intend to vacate the premises on __ / __ / __ because you have failed to comply with a compensation or compliance order of the Victorian Civil and Administrative Tribunal (VCAT).

240(1)–successive breaches by landlord

- *write this and complete the date*
- I am giving you at least 14 days notice that I intend to vacate the premises on __ / __ / __ because you are in breach of a duty owed under a duty provision within Part 5 of the Act for the third time. I have given you notice of breach of that duty under S208 on two previous occasions.

How to serve this notice

You can serve this notice by hand, by post, or by email (with consent).

If you send this notice by post, you must take into account the extra days it takes for the notice to be delivered. Australia Post has three different speeds for ordinary mail delivery – express, priority and regular mail, which may take up to six days. Priority and regular delivery speeds also apply for registered post. You may wish to keep evidence of the mail delivery method you relied on to send this notice.

For more information about Australia Post's mail delivery options and times, visit the Australia Post website (auspost.com.au).

You can only send this notice by email if you already have the landlord's written consent to receive notices and other documents this way. The landlord may have given consent in the tenancy agreement or separately in writing. A consent form is available from the Forms and publications section – Consumer Affairs Victoria website (consumer.vic.gov.au/forms).

If you send this notice by email, the provisions of the *Electronic Transactions (Victoria) Act 2000* apply. For legal purposes, the time when a notice is received is when it can be retrieved from the email address the recipient nominated.

To help calculate the total minimum days to allow, depending on the notice period required and the method of delivery, visit the Giving notices – Residential Tenancies List page – Victorian Civil and Administrative Tribunal website (vcat.vic.gov.au/resources/giving-notices-residential-tenancies-list).

If you need help with this notice, visit the Renting section – Consumer Affairs Victoria website (consumer.vic.gov.au/renting) or call the Consumer Affairs Victoria Helpline on 1300 55 81 81.

Notice to landlord of rented premises

Landlord's copy

From the tenant

Landlord details

1. This notice is given to *(landlord/s names):*

2. Landlord's address *(can be an agent's):*

Tenant details

3. Tenant/s name/s:

4. Regarding the rented premises at *(write address):*

5. Address for serving documents
   (if the same as in 4, write "as above"):

6. Contact telephone numbers

Business hours:	
After hours:	

Service details

7. This notice is given: *(mark one method only and if posted note the delivery speed)*

by hand:	
by registered post:	
by ordinary post:	
by email:	
Insert email address: *(if applicable)*	
on (date):	/ /

8. Signature of tenant:

9. Name of tenant signing this notice:

Reason for notice

10. *(write the section number and reason, using the words from the page opposite):*

11. Details are attached to this notice
    (e.g. receipts, other evidence)

yes:	
no:	

Landlord please note

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Landlord details

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Tenant details

3. Tenant/s name/s:

4. Regarding the rented premises at *(write address):*

5. Address for serving documents
   (if the same as in 4, write "as above"):

6. Contact telephone numbers

Business hours:	
After hours:	

Service details

7. This notice is given: *(mark one method only and if posted note the delivery speed)*

by hand:	
by registered post:	
by ordinary post:	
by email:	
Insert email address: *(if applicable)*	
on (date):	/ /

8. Signature of tenant:

9. Name of tenant signing this notice:

Reason for notice

10. *(write the section number and reason, using the words from the page opposite):*

11. Details are attached to this notice
    (e.g. receipts, other evidence)

yes:	
no:	

Landlord please note

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Landlord details

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3. Tenant/s name/s:

4. Regarding the rented premises at *(write address):*

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   (if the same as in 4, write "as above"):

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    (e.g. receipts, other evidence)

yes:	
no:	

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