

Notice to Landlord of Rented Premises

Residential Tenancies Act 1997 (the Act)



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 become 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 for other reasons.
- you intend to vacate because the premises have been destroyed or are unfit for human habitation.

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 questions 1 to 7

You must complete all boxes.

3 Sign at 8 and write your name at 9

4 Write your reason in 10

In box 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 11.

6 When the form is complete

Tear out the top copy of the form (Landlord's copy) and send to the landlord.

Keep the last two copies of the form for your records. If the landlord does not comply, you can send one of these copies to VCAT with an application to hear your case.

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 (بكلية مكالمات 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 görüşmelerini isteyiniz.

Vietnamese Nếu quý 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 Ako vam je teško da razumete engleski, nazovite Službu prevodilača i tumača (Translating and Interpreting Service - TIS) na 131 450 (po cenu lokalnog poziva) i zamolite ih da vas povežu sa Službenikom za informacije (Information Officer) u Viktorijskoj Službi za potrošačka питања (Consumer Affairs Victoria) na 1300 55 81 81.

Amharic አገልግሎት ተገቢ ለመረዳት ችግር ካለብዎ የአስተርጓሚ አገልግሎት (TIS) በስልክ ቁጥር 131 450 [በአካባቢ ጥሪ ሂሳብ] በመደወል በሲክተሪያ ደንበኞች ጉዳይ ጽ/ቤት በስልክ ቁጥር 1300 55 81 81 ደውሎ ከመረጃ አቅራቢ ሠራተኛ ጋር አገዳዥነትን 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 ۱۳۰۰ ۵۵ ۸۱ ۸۱ 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.

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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 \$1,000.*
- *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(1)–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.*

235(1)–intention to vacate (normal period)

- *write this and complete the date*
I am giving you at least 28 days notice that I intend to vacate the premises on/...../.....

237(1)–intention to vacate (shorter period)

- *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 260 262 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.
 - you have failed to comply with a compensation or compliance order of the Victorian Civil and Administrative Tribunal.
 - 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.

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.

How to serve this notice

You can serve this notice by hand, ordinary post or registered post

If you send a notice by ordinary or registered post, you must take into account the extra days it takes for the notice to be given. For ordinary post this usually means at least one business day after the notice was posted. For registered post this usually means at least two business days after the notice was posted.

For more information refer to *Renting a Home: A Guide for Tenants and Landlords* available from Consumer Affairs Victoria on 1300 55 81 81.

Notice to Landlord of Rented Premises

From the tenant

Landlord's copy

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

() BH () AH

Service details

7 This notice is given

- by hand
 by registered post
 by ordinary post

on (date) / /

8 Signature of tenant

9 Name of tenant signing this notice

10 Reason for notice

(write the section number and reason, using the words from the page opposite)

11 Details are attached to this notice

(eg receipts, other evidence)

yes no

Landlord please note

If you want help with this notice, then ring the Consumer Affairs Helpline on 1300 55 81 81 or visit the Victorian Consumer & Business Centre at 113 Exhibition Street, Melbourne.

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Tenant's copy

Landlord details

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Tenant details

3 Tenant/s name/s

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

6 Contact telephone numbers

() BH () AH

Service details

7 This notice is given

- by hand
 by registered post
 by ordinary post

on (date) / /

8 Signature of tenant

9 Name of tenant signing this notice

10 Reason for notice

(write the section number and reason, using the words from the page opposite)

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(eg receipts, other evidence)

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