

Notice to tenant/s of rented premises

Residential Tenancies Act 1997 (the Act)

There is a separate form to give notice of rent increases for rented premises

Warning: 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 tenant that

- you have paid utility charges that are not your responsibility and require reimbursement.
- you are providing your contact details.
- the tenant has damaged the premises and must repair the damage at their expense.
- you have repaired damage and the tenant is liable for the cost of the repairs.
- you wish to enter the premises.
- you are terminating the tenancy agreement before occupation because the premises have been destroyed or are unfit for human habitation.
- you intend to apply to VCAT to terminate a fixed term tenancy.

How to use this form

1. Identify your reason

Read the reasons on page 2 of this form for giving a notice 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 (Tenant's copy) and send to the tenant along with copies of any attachments.

Keep the last two copies of the form for your records. If the tenant does not comply, you can send a copy to VCAT with an application for VCAT 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 (بكلفة مكاملة 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 xirii 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 prevodilaца и тумача (Translating and Interpreting Service - TIS) na 131 450 (po cenu lokalnog poziva) 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 አንድ ለሌላ ሰው ለመረዳት ችግር ካለብዎ የአስተርጓሚ አገልግሎትን (TIS) በስልክ ቁጥር 131 450 (በአካባቢ ጥሩ ሂሳብ) በመደወል በገንዘብ ደንበኞች ጉዳይ ጸ/ቤት በስልክ ቁጥር 1300 55 81 81 ደውሎ ከመረጃ አቅራቢ ሠራተኞች ጋር አንዲያደገኝኝ መጠየቅ።

Dari

اگر شما مشکل دانستن زبان انگلیسی دارید، با اداره خدمات ترجمانی تحریری و شفاهی (TIS) به شماره ۱۳۱ ۴۵۰ به قیمت مخابره محلی تماس بگیرید. و بخواهید 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 s djelatnikom 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 tenant/s of rented premises

Reasons to use in question 10

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*

66–contact details

- *you can give details of yourself or of an agent – decide which and complete the following*
 - I am giving you contact details for service of documents and urgent repairs.
My full name is ___
Address for service of documents is ___
Emergency telephone no. for urgent repairs is ___
or
 - I am giving you contact details of my agent for service of documents and urgent repairs.
Agent's full name is ___
Agent's address for service of documents is ___
Agent's telephone no. & fax no. is ___
Agent's telephone no. & fax no. for urgent repairs ___
My agent can authorise urgent repairs up to \$ ___
or

78(1)–damage by tenant

- *write this and complete damage description*
The premises/common areas have been damaged because you failed to ensure that care was taken to avoid this damage. The damage is ___
- *choose one of these options and write it*
 - I require you to repair the damage within 14 days, in a tradesman-like manner, at your expense. If you do not, I may repair the damage at your expense.
 - I will carry out repairs, and you are liable for the reasonable cost of the repairs.

79(1)–cost of repairs

- *write this and complete the \$ amount*
I have given you a written notice to repair damage under S78 of the Act and you have not done so in a proper and tradesman-like manner within 14 days. I have repaired the damage and you are liable for the reasonable cost of repairs. The cost is \$ ___
- *attach receipts and any other evidence of repairs done.*

79(2)–cost of repairs by landlord

I have given you a written notice under S78 of the Act that I would carry out repairs. I have repaired the damage and you are liable for the reasonable cost of repairs.

The cost is \$ ___

- *attach receipts and any other evidence of repairs done.*

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.

85(b)–entering premises

- *write this and complete date and time*
I wish to enter the premises on ___ / ___ / ___ at ___ am/pm
- *select one of the following reasons and write it*
 - to show the premises to a prospective tenant. I have already given you a notice to vacate or you have given me a notice of intention to vacate.
 - to show the premises to a prospective buyer or lender.
 - to carry out my legal duty as a landlord to ___.
 - because I am having the premises valued.
 - because I believe you have breached your duties as a tenant.
 - to inspect the premises, and entry for that purpose has not been made within the last 6 months.

Please note – if you propose to enter the premises for one of these purposes you must give not less than 24 hours notice. The notice must be given by post or by delivering it personally to the tenant between 8 am and 6 pm. Entry may be made between 8am and 6pm on any day except a public holiday. S85 also provides for a right of entry at any time agreed with the tenant if the tenant has consented not more than 7 days before the entry. The right of entry for inspection may only be exercised after the first 3 months of the first tenancy agreement with the tenant.

227–termination before possession

- *write this*
I am terminating the tenancy agreement before you enter into possession of the premises because the premises are unfit for human habitation, or totally destroyed, or damaged so much they are unsafe.

337(2)(a)&(b)–intention to apply to VCAT – termination of fixed term tenancy

- *write this and complete the date.*
You have a fixed term tenancy that ends on ___ / ___ / ___ and I have already given you notice to vacate. If you have not left by the termination date I intend to apply to VCAT for a possession order.

Please note – if the tenancy agreement is for less than 6 months, you must give this notice between 7 & 14 days before the termination date. If the tenancy agreement is for 6 months or more, you must give this notice between 14 & 21 days before the termination date.

Notice to tenant/s of rented premises

Tenant's copy

Tenant details

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

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

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3. Tenant/s address: *(if same address as 2, write 'as above')*

--

Landlord details

4. Landlord's name: *(cannot be an agent's)*

--

5. Address for serving documents: *(can be an agent's)*

--

6. Contact telephone numbers: *(of landlord or agent)*

Business hours:	()
After hours:	()

Service details

7. This notice is given:

by hand:	
by registered post:	
by ordinary post:	
on (date):	/ /

8. Signature of landlord or agent:

--

9. Name of landlord or agent signing this notice:
(include name of real estate agency where applicable)

--

Reason for notice

10. *(write the section number and reason, using the words provided on page 2 'Reasons to use in question 10')*

--

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

yes:	
no:	

Tenant please note

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

Notice to tenant/s of rented premises

Landlord's copy

Tenant details

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

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

--

3. Tenant/s address: *(if same address as 2, write 'as above')*

--

Landlord details

4. Landlord's name: *(cannot be an agent's)*

--

5. Address for serving documents: *(can be an agent's)*

--

6. Contact telephone numbers: *(of landlord or agent)*

Business hours:	()
After hours:	()

Service details

7. This notice is given:

by hand:	
by registered post:	
by ordinary post:	
on (date):	/ /

8. Signature of landlord or agent:

--

9. Name of landlord or agent signing this notice:
(include name of real estate agency where applicable)

--

Reason for notice

10. *(write the section number and reason, using the words provided on page 2 'Reasons to use in question 10')*

--

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

yes:	
no:	

Tenant please note

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

Notice to tenant/s of rented premises

Landlord's copy

Tenant details

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

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

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3. Tenant/s address: *(if same address as 2, write 'as above')*

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Landlord details

4. Landlord's name: *(cannot be an agent's)*

--

5. Address for serving documents: *(can be an agent's)*

--

6. Contact telephone numbers: *(of landlord or agent)*

Business hours:	()
After hours:	()

Service details

7. This notice is given:

by hand:	
by registered post:	
by ordinary post:	
on (date):	/ /

8. Signature of landlord or agent:

--

9. Name of landlord or agent signing this notice:
(include name of real estate agency where applicable)

--

Reason for notice

10. *(write the section number and reason, using the words provided on page 2 'Reasons to use in question 10')*

--

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

yes:	
no:	

Tenant please note

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