

# Request for repairs inspection or rent assessment

Renting helpline 1300 55 81 81

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

## 1. What is this inspection for?

(Mark which applies with an X)

Repairs:	
Consumer Affairs Victoria is unable to act on your behalf until you have given the landlord/agent written notice about the repairs and they have not arranged for the repairs to be fixed within 14 days. You can give the landlord written notice by completing a <b>Notice to Landlord</b> which includes details of the repairs and specifies 14 days notice. The notice is available free from Consumer Affairs Victoria at <a href="http://www.consumer.vic.gov.au">www.consumer.vic.gov.au</a> or telephone 1300 55 81 81. If you have already given written notice the landlord/agent, <b>attach a copy to this request</b> and go to question 2.	
Rent increase:	
Consumer Affairs Victoria is <b>unable</b> to act on your behalf unless the landlord/agent has told you in writing about the rent increase. If the notice of rent increase is not in writing it is not valid. The landlord can give you notice by completing a <b>Notice of Rent Increase form</b> . If you have received a Notice of Rent Increase form from the landlord/agent, <b>attach a copy to this request</b> and go to question 2.	

## 2. Your details

Title (Mr, Mrs, etc):	
Family name (surname):	
Given names:	
Street address:	
Suburb:	
Postcode:	
Daytime telephone number:	
Mobile telephone number:	
Email address (if applicable):	

Is this property a: (mark which applies with an X)

House/flat etc.:	
Caravan:	
Rooming house:	

## 3. Details of landlord/agent

### Landlord

Name of landlord:	
Street address:	
Suburb:	
Postcode:	
Daytime telephone number:	
Mobile telephone number:	

### Estate agent (if applicable)

Name of agency:	
Street address:	
Suburb:	
Postcode:	
Daytime telephone number:	
Mobile telephone number:	

## 4. Signature

I agree that the information in this form and any attachments may be used or disclosed by Consumer Affairs Victoria to process this inspection request.

Date:	/ /

## 5. How to lodge this request

**Remember to attach a copy of all documents you have given to the landlord or the landlord has given to you.**

Email this form and attachments to: [renting@justice.vic.gov.au](mailto:renting@justice.vic.gov.au)

Post this form and attachments to: Consumer Affairs Victoria  
GPO Box 123 Melbourne VIC 3001

Fax this form and attachments to: 8684 6310, or

**Deliver in person to:** Consumer Affairs Victoria, 113 Exhibition Street, Melbourne VIC 3000

## 6. Process after lodgement

A tenancy inspector from Consumer Affairs Victoria will contact you to arrange an appointment time for the inspection.

**Privacy notification** – Consumer Affairs Victoria collects and handles your personal information consistent with the requirements of the *Information Privacy Act 2000*. Without this information we may be unable to process this transaction. You are able to request access to the personal information that we hold about you, and to request that it be corrected by contacting Consumer Affairs on 1300 55 81 81, the Information and Privacy Unit on 8684 0178 or the Freedom of Information Unit on 8684 0063.

Office use only

File no.:	
Officer:	