|  |  |
| --- | --- |
| **Notice to rooming house operator** |  |

***Residential Tenancies Act 1997*** Section 94D(3), 116, 129(2), 131(1), 142W, 142ZV

**Part A – Information for the rooming house operator**

A rooming house resident may use this form to:

* let the rooming house operator know that they plan to vacate the room (notice of intention to vacate)
* withdraw a notice of intention to vacate
* notify the rooming house operator that they no longer agree to an increase in room capacity within 3 days of giving consent
* notify the rooming house operator that the resident, or their visitor, caused or became aware of damage to the rooming house, or the facilities, fixtures, furniture or equipment provided
* notify the rooming house operator that non-urgent repairs
* notify the rooming house operator that the resident carried out urgent repairs under s 129(1) and ask the rooming house operator to pay them back.

**Part B – Information for the resident**

**If you are using this form to give notice of intention to vacate:**

* You can tell the rooming house operator in person or over the phone that you plan to leave.
* Some rooming house operators will require that you tell them in writing that you plan to leave. If this is the case, you will need to make sure that you sign the notice.
* If you give a notice of intention to vacate, you will need to tell the operator in writing if you change your mind and want to stay. You can use this form to notify the operator that you no longer want to vacate.
* If you are giving a notice of intention to vacate, you will need to give the operator the correct number of days of notice (see the information below at section 4).

**Seeking advice**

For further information visit the renting section of the Consumer Affairs website at [www.consumer.vic.gov.au/renting](http://www.consumer.vic.gov.au/renting) or call 1300 55 81 81.

**Part B – Notice**

1. Address of rooming house and room

|  |  |  |
| --- | --- | --- |
|  | Postcode |  |

1. Rooming house operator details

1. Resident details

|  |  |
| --- | --- |
| Full name of resident **1** |  |

|  |  |
| --- | --- |
| Full name of resident **2** |  |

Address of resident for serving documents (if different to address of rooming house)

|  |  |  |
| --- | --- | --- |
|  | Postcode |  |

Contact details

|  |  |
| --- | --- |
| Business hours |  |

|  |  |
| --- | --- |
| After hours |  |

|  |  |
| --- | --- |
| Email |  |

 *For questions 4 to 9, only complete the relevant section.*

1. Reason for notice – Intention to vacate

**[ ]** I am giving you notice that I intend to vacate the room on:

|  |  |
| --- | --- |
| Termination date |  |

*Note: The termination date cannot be earlier than the minimum notice period. The notice period begins when the operator is estimated to receive this notice (see section 10). Refer to the information below to determine the minimum notice period.*

*Note: If you move out before the termination date you will have to pay rent until the termination date.*

|  |  |
| --- | --- |
| **Please tick the option that applies to you** | **Minimum notice required**  |
| **[ ]** I do not have a fixed term rooming house agreement. | 2 days |
| **[ ]  I have a fixed term rooming house agreement.** | 14 days |

1. Reason for notice – Withdrawing notice of intention to vacate

****[ ]**** I gave you written notice of intention to vacate on \_\_\_\_\_\_\_\_\_\_\_\_\_\_ *(insert date of notice of intention to vacate)*

 I no longer wish to vacate the room.

 I am seeking your agreement to withdraw my notice of intention to vacate

|  |  |
| --- | --- |
| Signature of rooming house operator |  |
| Name  |  |
| Date  |  |

 The rooming house operator must sign the withdrawal notice for it to be effective.

1. Reason for notice – Withdrawing consent for increase in room capacity

[ ]  I gave you permission to add extra residents to the room on (insert date):\_\_\_\_\_\_\_\_\_\_

I no longer agree to having extra residents in the room.

*Note: You can only withdraw your consent to the increase in room capacity within 3 days after you gave consent.*

1. Reason for notice - Damage

|  |
| --- |
| **Reason** (please tick the option that applies to you) |
| **[ ]** I, or my visitor, have damaged the **room or the rooming house** I have not repaired the damage, so I must notify you of the damage and pay compensation. *(please provide details below)*. |
| **[ ]** I am reporting to you that there has been damage **to the rooming house, the furniture or other items provided by the rooming house**.*(please provide details below)*  |
|  |

1. Reason for notice – Non-urgent repairs

|  |
| --- |
| **[ ]  I require you to carry out the** following repairs to the room or rooming house within 14 days: *(Describe in detail below)*  |
|  |

1. Reason for notice – Payment for urgent repairs

*Complete both parts of this section*

|  |
| --- |
| **[ ]** I have arranged urgent repairs to the room after being unable to get you to arrange the repairs. I require you to reimburse me the following amount within 7 days:$*Note: If the cost of the repairs is higher than $2500, the operator will only be required to pay $2500 as this is the maximum amount set in the Residential Tenancies Regulations 2021.***[ ]** I have described the repairs below: *Attach invoices/pictures of the room before and after the repair if possible*  |
|  |

10 Delivery of this notice

* The notice period begins when the rooming house operator is estimated to receive this notice.
* For information on postage times from different locations, please refer to the Australia Post website <https://auspost.com.au/parcels-mail/calculate-postage-delivery-times>
* If sending by post, the resident must allow for the delivery time in calculating the proposed termination date.
* If sending by registered post, the resident should keep evidence of the mail delivery method used to send this notice.

|  |  |
| --- | --- |
|  |  |

This notice was sent on: (insert date)

 This notice has been delivered:

|  |
| --- |
| [ ]  personally, for example by hand  |

|  |  |  |  |
| --- | --- | --- | --- |
| [ ]  by ordinary/registered post | Expected delivery time  |  | (please see the Australia Post website) |

|  |  |
| --- | --- |
| Registered post tracking number (if applicable) |  |

|  |
| --- |
| [ ]  by email (if consent has been provided by the rooming house operator) |

|  |  |
| --- | --- |
| Email/postal address  |  |

11 Signature of resident

|  |  |
| --- | --- |
| Signature |  |

|  |  |  |  |
| --- | --- | --- | --- |
| Name |  | Date |  |

*Note: If the resident is withdrawing their notice of intention to vacate, the rooming house operator must also sign this notice as marked in section 5 above.*

# Help or further information

For further information, visit the renting section – Consumer Affairs Victoria website at [www.consumer.vic.gov.au/renting](http://www.consumer.vic.gov.au/renting) or call the Consumer Affairs Victoria on **1300 55 81 81**.

**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 450 131 (بكلفة مكالمة محلية) واطلب أن يوصلوك بموظف معلومات في دائرة شؤون المستهلك في فكتوريا على الرقم 81 81 55 1300.

**Turkish** İngilize anlamakta güçlük çekiyorsanız, 131 450’den (şehir içi konuşma ücretine) Yazılı ve Sözlü Tercümanlık Servisini (TIS) arayarak 1300 55 81 81 numerali telefondan Victoria Tüketici İşleri’ni aramalarını ve size bir Danişma 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（衹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**  በእንግሊዝኛ ቋንቋ ለመረዳት ችግር ካለብዎ የአስተርጓሚ አገልግሎትን (TIS) በስልክ ቁጥር 131 450 (በአካባቢ ስልክ ጥሪ ሂሳብ) በመደወል ለቪክቶሪያ ደንበኞች ጉዳይ ቢሮ በስልክ ቁጥር 1300 55 81 81 ደውሎ ከመረጃ አቅራቢ ሠራተኛ ጋር እንዲያገናኝዎት መጠየቅ።

**Dari**

اگر شما مشکل دانستن زبان انگلیسی دارید، با اداره خدمات ترجمانی تحریری و شفاهی (TIS)به شماره 450 131 به قیمت مخابره محلی تماس بگیرید و بخواهید که شما را به کارمند معلومات دفتر امور مهاجرین ویکتوریا به شماره 1300 55 81 81 ارتباط دهد.

**Croatian** Ako nerazumijete 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 (ΤΙS) 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 essee messi in comunicazione con un operatore addetto alle informazioni del dipartimento “Consumer Affairs Victoria” al numero 1300 55 81 81