

# Consumer Affairs Victoria Request for Repairs Inspection or Rent Assessment

Office use only

File no.

Officer

## 1. What is this inspection for?

Renting helpline 1300 55 81 81

**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 **Notice to Landlord Form** which includes details of the repairs and specifics 14 days notice. The notice form is available free from Consumer Affairs Victoria at [www.consumer.vic.gov.au](http://www.consumer.vic.gov.au) or telephone 1300 55 81 81. If you have already given a **Notice to Landlord Form** to the landlord/agent, **attach a copy to this request** and go to question 2.

**Rent increase**  Consumer Affairs Victoria is **unable** 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 **Notice of Rent Increase form**. If you have received a Notice of Rent Increase form from the landlord/agent, **attach a copy to this request** and go to question 2.

## 2. Your details

Title (Mr, Mrs, etc)	Family name (surname)	Given names	
<input type="text"/>	<input type="text"/>	<input type="text"/>	
Street address		Suburb	Postcode
<input type="text"/>		<input type="text"/>	<input type="text"/>
Daytime telephone number	Mobile telephone number	Email address (if applicable)	
<input type="text"/>	<input type="text"/>	<input type="text"/>	
Where do you live?	House/flat etc <input type="checkbox"/>	Caravan <input type="checkbox"/>	Rooming House <input type="checkbox"/>

## 3. Details of landlord/agent

### Landlord

Name of landlord	Daytime telephone number	Mobile telephone number
<input type="text"/>	<input type="text"/>	<input type="text"/>
Street address	Suburb	Postcode
<input type="text"/>	<input type="text"/>	<input type="text"/>

### Agent (if applicable)

Name of agent	Daytime telephone number	Mobile telephone number
<input type="text"/>	<input type="text"/>	<input type="text"/>
Street address	Suburb	Postcode
<input type="text"/>	<input type="text"/>	<input type="text"/>

## 4. Address of rented premises

Street address (Include room number/site number if applicable)	Suburb	Postcode
<input type="text"/>	<input type="text"/>	<input type="text"/>

## 5. 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.

<input type="text" value="X"/>	Date
	<input type="text" value="/ /"/>

## 6. 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.**

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

**Fax** this form and attachments to: 8684 6310, or

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

## 7. What happens then?

A tenancy inspector from Consumer Affairs Victoria will contact you regarding the inspection.

[www.consumer.vic.gov.au](http://www.consumer.vic.gov.au)



**Privacy** – Consumer Affairs Victoria is bound by laws that protect your privacy concerning the collection, use and disclosure of your personal information. Where you do not provide the information required by this form, we may refuse or be unable to process this transaction. We may need to disclose your personal information to the landlord/agent and other State and Commonwealth agencies. You can request access to your personal information by contacting us. Our privacy statement is available at [www.consumer.vic.gov.au](http://www.consumer.vic.gov.au)

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