|  |  |
| --- | --- |
| Notice to renter(s) of entry to rented premises  | Consumer Affairs Victoria |

**Residential *Tenancies Act 1997* Section 88**

**The residential rental provider (rental provider, formerly known as the landlord) or their agent** may use this form to let the **renter (formerly known as the tenant) know** that they require entry to the rented premises. Any notice to the renter must be provided in writing.

# Part A – Information for the renter

* The rental provider may only enter the premises between 8am and 6pm and not on a public holiday, unless you have provided your consent within 7 days before the entry.
* The rental provider must only enter in a reasonable manner, and must not stay or permit others to stay on the rented premises longer than is necessary to achieve the purpose of the entry without your consent.
* You must allow the rental provider to enter if it is in accordance with the Act, unless you apply to the Victorian Civil and Administrative Tribunal (VCAT) for an order limiting when entry may occur.
* The rental provider must not conduct a routine inspection within the first 3 months of the tenancy.
* Where the property is being opened to prospective buyers:
	+ You have a right to compensation from the rental provider. More information on the amount of compensation you are entitled to can be found at [Rental providers’ (landlords’) entry rights and responsibilities - Consumer Affairs Victoria](https://www.consumer.vic.gov.au/housing/renting/rental-providers-inspecting-or-entering-a-property/when-a-rental-provider-can-enter-a-property)
	+ The rental provider must give you a notice of intention to sell, in the approved form, at least 14 days before the proposed entry.
	+ The rental provider should consult with you on the best days and times to hold an inspection.
	+ Inspections can be up to twice a week and for a maximum of 1 hour, unless otherwise agreed by you.
	+ If you or someone else at the property is at risk of family or personal violence, you may request that inspections be by appointment only.
* If the property is being opened to prospective renters, the inspection can only take place within the last 21 days of the tenancy. The inspections must be no more than twice weekly and for no longer than 1 hour, unless agreed otherwise by you.
* If the rental provider is entering the property to make videos or take photos for advertising:
	+ You may ask that identifiable or high-value possessions be excluded from the images and video produced.
	+ You may object to the rental provider producing images or videos, by written notice, if the images or videos shows a possession that:
		- identify someone living at the premises; or
		- reveal sensitive information about someone living at the premises; or
		- is valuable and would increase the risk of theft at the premises; or
		- would be unreasonable to expect the renter to remove or conceal.
	+ After making that request, you can request to the rental provider or their agent to review the images or video before they are advertised. They cannot advertise the images or video until you have approved them and given your written consent or, if you object.
	+ You may also object to the rental provider producing images or videos if it might identify someone residing at the premises who is at risk of family or personal violence.
* You can apply to the Victorian Civil and Administrative Tribunal (VCAT) for an order for compensation if, when the rental provides exercises their right of entry, any person causes damage or loss to your goods on the premises.

# Part B – Notice

1 **Address of rented premises**

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

2 **Residential rental provider details**

|  |  |
| --- | --- |
| Full name |  |

Address (this can be an agent’s address)

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

Contact phone numbers

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

3 **Renter details**

|  |  |
| --- | --- |
| Full name of **renter 1** |  |

|  |  |
| --- | --- |
| Full name of **renter 2** |  |

|  |  |
| --- | --- |
| Full name of **renter 3** |  |

|  |  |
| --- | --- |
| Full name of **renter 4** |  |

Note: If there are more than four renters, include details on an extra page.

Address for service of documents

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

4 **Date entry is required**

 This date must allow for the minimum notice required under law (see information on page 4 of this form)

I require entry to the rented premises on the following date and time:

|  |  |
| --- | --- |
| Date  |  |
| Time |  am/pm to am/pm |

I require entry to the rented premises on the following date(s) and times: (*Use if multiple dates such as open for inspections)*

|  |
| --- |
|  |

**5 Reason for notice of entry to rented premises**

* The rental provider must select the relevant reason, section number and the minimum notice required under the Act from the information at page 5 and write it in the box below.
* If the rental provider is entering to carry out a legal duty — for example, to carry out maintenance or repairs — they should provide extra information below.

I require entry to the premises for the following reason:

|  |
| --- |
|  |

**6** **Delivery of this notice**

* The notice period begins when the renter 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>
* If sending by post, the rental provider must allow for the delivery time in calculating the required notice period.
* If sending by registered post, the rental provider 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 registered/ordinary post |  Expected delivery time  |  |  (please see the Australia Post website) |

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

**to:**

|  |  |
| --- | --- |
| Postal address renter 1 |  |

|  |  |
| --- | --- |
| Postal address renter 2 |  |

|  |  |
| --- | --- |
| Postal address renter 3 |  |

|  |  |
| --- | --- |
| Postal address renter 4 |  |

**7 Signature of rental provider or agent**

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

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

**Help or further information**

For further information, visit the renting section – Consumer Affairs Victoria website at [consumer.vic.gov.au/renting](file:///C%3A/Users/viciuuq/AppData/Roaming/Hewlett-Packard/HP%20TRIM/Offline%20Records%20%28P1%29/Approved%20forms%283%29/www.consumer.vic.gov.au/renting) or call the Consumer Affairs Victoria Helpline 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.

# Information for residential rental provider

The reference in brackets after each reason refers to the relevant section of the ***Residential Tenancies Act 1997****.* If you need further information, please refer to the Act.

Any reference to VCAT refers to the Victorian Civil and Administrative Tribunal.

*You must copy the relevant reason and text into section 5 above, with additional detail.*

|  |  |
| --- | --- |
| Reason  | Minimum notice required under the Act |
| ****Inspection – prospective renter** (86(1)(a))**I have given you notice to vacate the premises or received a notice of intention to vacate and will be opening the premises for prospective renters to inspect on the date and time specified in section 4 above. | 48 hours  |
| ****Production of advertising images and videos**** (86(1)(ab))I am planning to take advertising images and videos at the premises on the date and time specified in section 4 above. | 7 days |
| ****Inspection – prospective buyer or lender**** (86(1)(b), (2A))I have given you a notice of intention to sell in the approved form and will be opening the premises for a prospective buyer or lender to inspect on the date(s) and time(s) specified in section 4 above.  | 48 hours |
| ****Inspection – open inspection**** (86(1)(b), (2A))I have given you a notice of intention to sell in the approved form and will be conducting an open inspection of the premises on the date(s) and time(s) specified in section 4 above.  | 48 hours |
| ****Legal duty**** (86(1)(c))I am required to enter the property to carry out a duty under the Act, the residential rental agreement or any other law. *Note: You must provide specific details of this at section 5 above.* | 24 hours |
| ****Valuation**** (86(1)(d))Entry is required to value the premises, which will be carried out on the date and time specified in section 4 above. | 7 days |
| ****Breach of duty**** (86(1)(e))I have reasonable grounds to believe you have failed to comply with your duties under the Act or the rental agreement.*Note: You* must *provide specific of the alleged breach at section 5 above.* | 24 hours |
| ****Inspection of the premises**** (86(1)(f))I am planning to inspect the premises on the date and time specified in section 4 above. I have not inspected the premises within the last six months. | 7 days |
| ****Family or personal violence**** (86(1)(g), (4)) I am inspecting the premises because an application has been made to VCAT to terminate the existing rental agreement due to family or personal violence. The inspection will be on the date and time specified in section 4 above. The excluded renter may have a representative present during the inspection, but you must provide me or my agent with that person’s name and contact details before the inspection.  | 24 hours |