

# **INDIGENOUS CREOLE FAST FACTS SHEET # 9.**

## **Commonly Used RTA Notices & Forms.**

### **Form 1a. Entry Condition Report – General Tenancies.**

At the start of your tenancy, its very important that you fill out this report. (For more information, see *Indigenous Creole Fast Facts Sheet # 1.*)

### **Form 2. Bond Lodgement.**

It is not compulsory for your landlord to charge a bond. However, if they do, they must lodge it with the Residential Tenancies Authority, by using this Form. You must both sign the Form 2.

### **Form 17a. Information Statement: Renting in Queensland.**

This booklet tells you all about your rights & responsibilities as a tenant. (See *Sheet # 1.*)

**Form 18a. General Tenancy Agreement.** Your landlord must give you a written tenancy agreement. (See *Sheet # 1.*)

### **Form 9. Entry Notice.**

This is the Form that your landlord has to give you before they can come and visit or inspect your place. (See *Sheet # 4.*)

### **Form 11. Notice to Remedy Breach.**

This form is used during the tenancy, by either the tenant, or the landlord, if either party thinks that there has been a breach of the terms of the tenancy agreement. (See *Sheet # 7.*)

### **Form 12. Notice to Leave.**

If you get a Form 12, then this means that the landlord wants you to leave. (See *Sheet # 8.*)

**Form 13. Notice of Intention To Leave.** This is the form that you have to use if you want to break your tenancy agreement and move out. (See *Sheet # 8.*)

**Form 16. Dispute Resolution Request.** You can lodge a Form 16 with the Residential Tenancies Authority (RTA), to try to have your dispute resolved by conciliation. (See *Sheet # 7.*)

### **Form 14a. Exit Condition Report – General Tenancies.**

Just like the Entry Condition Report (Form 1a) at the start of your tenancy, it is very important that you fill out this form (Form 14a) at the end of your tenancy and give a copy to your landlord. (See *Sheet # 8.*)

**For your own protection!**  
**Always keep copies of all paperwork (Agreements, receipts, notices, letters, forms, etc).**

*ALL RTA NOTICES & FORMS ARE AVAILABLE FROM:*

- **THE RTA WEBSITE:** [www.rta.qld.gov.au](http://www.rta.qld.gov.au)
- **THE TUQ WEBSITE:** [www.tuq.org.au](http://www.tuq.org.au)
- **THE TENANT'S UNION :-**  
CAIRNS: 40 313 194  
BRISBANE: 1800 177 761
- **YOUR NEAREST TAASQ AGENCY**
- **MOST POST OFFICES**

# **INDIGENOUS CREOLE FAST FACTS SHEET # 9.**

## **RTA NOTICES ANE FORMS    WHERE E ALWAYS USED**

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- **RTA WEBSITE:** [www.rta.qld.gov.au](http://www.rta.qld.gov.au)
- **MOST POST OFFICES**
- **DA TENANTS UNION of Q'LD:- Cairns: 40 31 31 94 or Statewide: 1800 177 761**
- **YOUR NEAREST TAASQ AGENCY.**