

Fact sheet

Information on renting rooming accommodation

Forms

The RTA has prepared a range of forms to help providers/agents and residents meet their responsibilities under the *Residential Tenancies and Rooming Accommodation Act 2008* (the Act). These forms are specifically for rooming accommodation such as boarding houses, hostels, off campus student accommodation and other rooming style accommodation covered by the Act in Queensland.

What forms are available?

Form names	When to use
Form R1 <i>Condition Report</i>	If a rental bond is required or has been paid, the provider/agent must fill in this form to record the details of the condition of the resident's room at the start of a <i>Rooming Accommodation Agreement</i> (Form R18). It must be signed by both parties and a copy given to the resident. It can be used as evidence of the condition of the room.
Form R2 <i>Bond Lodgement</i>	The provider/agent must use this form to lodge a rental bond with the RTA. If the bond is being lodged by instalments, this form is only required for the first instalment payment. For later instalments, use a Form R7.
Form R3 <i>Transfer of Bond</i>	A bond can be transferred from one agreement to another, with the permission of the previous and new providers/agents. It can also be used where the resident changes rooms within a rental premises. This form lets the RTA know current details for the bond.
Form R4 <i>Refund of Rental Bond</i>	A rental bond can only be released after the RTA receives this form. It allows the resident and the provider/agent to claim all or part of the bond after the end of the agreement.
Form R5 <i>Change of Provider/Agent</i>	This form advises the RTA where there has been a change in provider/agent of rooming accommodation for the purpose of checking signatures where a rental bond is being held by the RTA.
Form R6 <i>Change of Shared Bond Arrangement</i>	This form advises the RTA there has been a change in the residents who have contributed to the bond under the <i>Rooming Accommodation Agreement</i> (Form R18).
Form R7 <i>Part-Payment of Rental Bond</i>	If a part-payment or instalment of a bond is being lodged with the RTA, this form must be used to accompany the payment. Form R2 should be used for the first instalment.
Form R8 <i>Provider/Agent's Signature Record</i>	This form advises the RTA of changes (additions or deletions) to the list of people and signatures authorised by the provider/agent to claim bonds held by the RTA.
Form R9 <i>Entry Notice</i>	This form can be used to give the notice required under the Act where a provider/agent intends to enter a resident's room.
Form R11 <i>Notice To Remedy Breach</i>	This form is used by residents or providers/agents to notify the other party that there is a problem that needs to be fixed.



Form R12 <i>Notice to Leave</i>	Where the provider/agent wants to end the agreement and requires the resident to leave the premises, they must give the resident written notice outlining the reasons and the date they must leave by.
Form R13 <i>Resident Leaving Form</i>	This is used by the resident to advise the provider/agent that they are leaving and want to end the <i>Rooming Accommodation Agreement</i> (Form R18).
Form R16 <i>Dispute Resolution Request</i>	Providers/agents or residents wanting the RTA's Dispute Resolution Service to help them resolve an accommodation dispute must lodge one of these forms with the RTA.
Form R18 <i>Rooming Accommodation Agreement</i>	At the commencement of every new agreement, a provider/agent must complete a <i>Rooming Accommodation Agreement</i> (Form R18) with the new resident. Both parties are to sign and keep a copy of the agreement.
Form R19 <i>Notice to Vacate from Mortgagee to Residents</i>	This form is used to tell the resident that they have to leave the premises because a mortgagee (such as a bank or financial institution) is going to take possession of the premises from the owner.

Must you use RTA forms?

These forms were produced by the RTA to help providers and residents meet their obligations under the *Residential Tenancies and Rooming Accommodation Act 2008*. In most instances, the Act specifies where an approved form must be used. Therefore the RTA strongly advises that, where possible, the approved form be used. However, if you cannot obtain a copy of a form when an approved form is needed, the *Acts Interpretation Act 1954* allows for a person to use their own forms provided they are substantially the same as the approved form.

Further information

For more information contact the Residential Tenancies Authority on 1300 366 311.

Accessing RTA forms

The RTA's approved forms can be obtained by:

- visiting the RTA website at www.rta.qld.gov.au
- calling the RTA on 1300 366 311
- visiting the RTA offices at 33 Herschel St, Brisbane
- faxing a *Request for Forms* to 3216 2258
- calling the RTA's Forms Distribution Service on 1300 136 939
- posting a *Request for Forms* to the Forms Distributor: Post Logistics, 52-54 Qantas Dr, Eagle Farm 4009.

A selection of the most commonly used forms are also available at Australia Post outlets around Queensland.



If you need interpreting assistance to help you understand this information, contact TIS on 13 14 50 (for the cost of a local call) and ask to speak to the Residential Tenancies Authority (RTA).

Disclaimer

This Fact Sheet is prepared for information only. The Residential Tenancies and Rooming Accommodation Act 2008 is the primary source on the law and takes precedence over this information should there be any inconsistency between the Act and this Fact Sheet.

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