

# Notice to leave (Form 12)

Residential Tenancies and Rooming Accommodation Act 2008  
(Sections 277, 281–291, 317, 324A, 326 and Schedule 1, Part 1)

## 1 Address of the rental property

	Postcode

## 2 Notice issued by ☐ Agent ☐ Lessor

Full name/trading name

Phone

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## 3 Notice issued to

Full name/s

1.	
2.	
3.	

## 4 Notice issued for:

- |  |  |
|--|--|
| <input type="checkbox"/> End of a fixed term agreement                 | <input type="checkbox"/> Owner occupation  |
| <input type="checkbox"/> Unremedied breach – rent arrears              | <input type="checkbox"/> Change of use of property   |
| <input type="checkbox"/> Unremedied breach – general                   | <input type="checkbox"/> Ending of entitlement to student accommodation  |
| <input type="checkbox"/> Non-compliance with Tribunal order            | <input type="checkbox"/> Ending of entitlement under employment  |
| <input type="checkbox"/> Non-liveability                               | <input type="checkbox"/> End of housing/accommodation assistance   |
| <input type="checkbox"/> Compulsory acquisition                        | <input type="checkbox"/> Death of sole tenant  |
| <input type="checkbox"/> Sale contract                                 | <input type="checkbox"/> Property required for State government program  |
| <input type="checkbox"/> Significant repairs and renovations           | <input type="checkbox"/> Serious breach (only applicable if lessor is the State or community housing provider) |
| <input type="checkbox"/> Planned demolition/redevelopment              | <input type="checkbox"/> Voluntary park closure  |
| <input type="checkbox"/> End of short tenancy (moveable dwelling)      | <input type="checkbox"/> Compulsory park closure   |
| <input type="checkbox"/> Non-compliance (moveable dwelling relocation) |  |

## 5 Notice issued on

Day

Date

Method of issue (e.g. email, post, in person)

## 6 Tenant/s must vacate the property by midnight on

Day

Date

(minimum notice periods apply – see overleaf)

## 7 Signature of the lessor or agent issuing this notice

Print name

Signature

Date

The lessor/agent gives this notice to the tenant/s when they want them to vacate the property by a certain date. Information about tenants' rights and obligations are included in the tenancy agreement.

There may be one of several reasons (grounds) for giving the notice. If the tenant/s dispute the reason given, they should try to resolve the matter with the lessor/agent first. If agreement cannot be reached, the RTA's dispute resolution service may be able to assist – visit [rta.qld.gov.au](http://rta.qld.gov.au) or phone 1300 366 311.

If the tenant/s do not leave the property by the date nominated in item 6, the lessor/agent may apply directly to the Queensland Civil and Administrative Tribunal (QCAT) for a termination order without further notice to the tenant. The lessor/agent must submit an application to QCAT within two weeks of the handover date (see item 6 above).

If QCAT makes a termination order, it must also issue a warrant of possession of the property in the lessor/agent's favour. Tenants cannot be evicted without a warrant of possession for the property.

When serving notices by post, the sender must allow time for the mail to arrive when working out notice periods.

**Do not send to the RTA—give this form to the tenant/s and keep a copy for your records.**

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## Minimum notice periods

**Note:** When you calculate dates for notices, where the notice period is in days, weeks or months, you must not count the day the notice is given. If the time period allowed under the legislation for a party to do anything ends on a weekend or public holiday, then the end of the time period will be on the next business day.

Grounds (reasons)	General tenancy (periodic and fixed term agreements)	Moveable dwellings (long-term agreements)	Moveable dwellings (short-term agreements)
End of a fixed term agreement	2 months (n/a for periodic agreements)	2 months	2 days
Unremedied breach – rent arrears	7 days	2 days	2 days
Unremedied breach – general	14 days	2 days	2 days
Non-compliance (Tribunal order)	7 days	7 days	2 days
Non-compliance (moveable dwelling relocation)	n/a	2 days	2 days
Non-liveability	The day it is given	The day it is given	The day it is given
Compulsory acquisition	2 months	2 months	The day it is given
Sale contract*	2 months	2 months	n/a
Owner occupation*	2 months	2 months	n/a
Significant repairs or renovations*	2 months	2 months	n/a
Planned demolition or redevelopment*	2 months	2 months	n/a
Change of use of property*	2 months	3 months	n/a
Voluntary park closure	n/a	3 months	2 days
Compulsory park closure	n/a	The day it is given	The day it is given
Employment termination	4 weeks	4 weeks	2 days
Ending of student entitlement	1 month	n/a	n/a
Ending of accommodation assistance	4 weeks	4 weeks	2 days
Ending of housing assistance	4 weeks	4 weeks	2 days
Death of a sole tenant (parties can agree on an earlier date in writing)	14 days	14 days	n/a
Property required for State government program*	2 months	2 months	n/a
Serious breach (public housing or community housing)	7 days	n/a	n/a

\* This reason cannot be used to end a fixed term tenancy agreement early. The tenancy only finishes on the end date of the agreement or the end date of the notice period (whichever is later). Both parties can agree to end a fixed term agreement early, but it must be agreed in writing.

## Grounds for which this notice may not be used

Failure to leave as intended	By QCAT order	By QCAT order	By QCAT order
Excessive hardship	By QCAT order	By QCAT order	By QCAT order
Damage	By QCAT order	By QCAT order	By QCAT order
Injury	By QCAT order	By QCAT order	By QCAT order
Objectionable behaviour	By QCAT order	By QCAT order	By QCAT order
Incompatibility	By QCAT order	By QCAT order	By QCAT order
Repeated breaches by tenant	By QCAT order	By QCAT order	By QCAT order
Abandonment	7 days <sup>^</sup> or by QCAT order	7 days <sup>^</sup> or by QCAT order	7 days <sup>^</sup> or by QCAT order
Nuisance	By QCAT order	By QCAT order	By QCAT order

<sup>^</sup>An [Abandonment termination notice \(Form 15\)](#) is used when the lessor/agent wants to end a tenancy agreement because they believe the property has been abandoned.



**Other languages:** You can access a free interpreter service by calling the RTA on 1300 366 311 (Monday to Friday, 8:30am to 5:00pm).