

**Queensland  
to wit**I, 

(Print the full name of the person making the declaration (this must be the same person who will also sign the RTA form/request (i.e. Form 4, Form 16), unless the deceased person signed the form/request before their passing)

of 

(Print the full address of the person named above)

in the State of Queensland do solemnly and sincerely declare that:

1. I am the personal representative of the deceased person identified in the attached death certificate being:

**Full name of deceased person**

2. I am entitled to act on behalf of the estate of the deceased person in respect of the attached RTA form/request for the following rental premises.

**Address of the rental premises**  
**Rental bond number**

I make this solemn declaration conscientiously believing the same to be true, and by virtue of the provisions of the *Oaths Act 1867*.

**Signature of declarer****Signature of witness** (Justice of the Peace/Commissioner for Declarations/Lawyer)

Taken and declared before me at  in the State of Queensland,

this day of  20Signature

This declaration must be completed by a representative of the deceased person (e.g. the executor or administrator).

The relevant Residential Tenancies Authority (RTA) form must be attached to the declaration if you are acting on behalf of the deceased person in the following matters:

- [Change of rental property \(Form 3\)](#)
- [Refund of rental bond \(Form 4\)](#)
- [Change of property manager/owner \(Form 5\)](#)
- [Change of bond contributors \(Form 6\)](#)
- [Dispute resolution request \(Form 16\)](#)
- Administrative Access Request no standard form (find out more on our website [rta.qld.gov.au](http://rta.qld.gov.au)).

You must sign the relevant RTA form unless the deceased person signed it before their passing.

### Complete the declaration and attach:

- a copy of the death certificate
- the relevant RTA form.

You must have your signature on the declaration witnessed by a Justice of the Peace, Commissioner for Declarations or a lawyer.

### How to lodge

After the declaration has been completed and appropriately witnessed:

- **email** a scanned copy and any attachments to [bonds@rta.qld.gov.au](mailto:bonds@rta.qld.gov.au)  
or
- **post** or **hand in** the original and any attachments to the RTA.

### Changes to the declaration

- If you make a mistake, cross it out with a pen, write the new words above it and sign each change. Do not use an eraser, such as white liquid eraser.
- All typing and/or writing should be clear and in permanent black or blue ink. Please do not use pencil.

### Making a false statement

A person who willfully makes a false statement in a statutory declaration is guilty of an offence.

It is also an offence under Section 447 of the *Residential Tenancies and Rooming Accommodation Act 2008* for a person to knowingly give the RTA documents containing false or misleading information. Maximum penalty for such an offence – 20 penalty units.

By submitting this form to the RTA, each signatory affirms that, to the best of their knowledge, the information provided by them on this form is accurate and truthful and confirms that the document is not false or misleading in any material particular. The RTA does not accept responsibility for any loss or damage which may result from providing incorrect information to the RTA.



**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).