rta
residential tenancies authority

Internet: www.rta.qld.gov.au

Queensland Government

Form 13
Notice of Intention to Leave

Residential Tenancies and Rooming Accommodation Act 2008 (Section 327)

Purpose of this form – this form is used when the tenant/s are giving notice to the lessor that they wish to vacate the premises.

Form completed by – the tenant/s and given to the lessor/agent. It may only be given in accordance with the Act.

A *Notice of Intention to Leave* for unremedied breach may only be given when the 7 day remedy period has elapsed.

If you receive this form as a lessor or agent it means that the tenants are giving you notice that they wish to vacate the premises. This may be for a number of grounds (reasons).

If you dispute the grounds (reasons) on which this notice was given you may first attempt to resolve it by contacting the party who gave the notice. If that fails you can access the RTA's Dispute Resolution Service by lodging a *Dispute Resolution Request* (Form 16) with the RTA.

Further assistance – please read the Information Statement you received at the start of the tenancy or visit the RTA website www.rta.qld.gov.au.

Please print

1 Name of tenant/s serving this notice

1.
2.
3.

2 Name of lessor/agent to whom notice is being given

3 Address of the rental premises

Postcode

4 Is this notice being served with or without grounds (reasons)?

With grounds ☐ ▶ Go to 5
Without grounds ☐ ▶ Go to 6

5 What are the grounds (reasons) for giving this notice?

6 Tenant/s forwarding address

1.
Postcode
2.
Postcode
3.
Postcode

7 Date of this notice

/ /

8 I/We intend to give up vacant possession at midnight on:

/ /

(There are minimum notice periods which must be given)

9 Tenant 1 – signature

Tenant 2 – signature

Tenant 3 – signature

DO NOT SEND THIS FORM TO RTA – Please keep a copy for your records