

Resident leaving form – Rooming accommodation (Form R13)

Residential Tenancies and Rooming Accommodation Act 2008
(Sections 379–381)



1 Address of the rental property

Room no.	
	Postcode

2 Notice issued by

1. Full name/s		Signature
Forwarding address		
	Postcode	
Phone	Email	Date

2. Full name/s		Signature
Forwarding address		
	Postcode	
Phone	Email	Date

3 Notice issued to Agent Manager/provider

4 Notice issued (See overleaf for grounds/reasons)

- without ground
 with ground (provide details)

5 Notice issued on

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

6 Date agreement ends (if applicable)

7 Resident/s leaving

Day Date Time am pm **OR** Immediately

(Minimum notice periods apply – see overleaf)

Do not send to the RTA—give this form to the agent or manager/provider and keep a copy for your records.



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This form is given to the agent or manager/provider when the resident/s want to end the accommodation agreement and leave by a certain date.

A fixed term agreement can only be ended if:

- the resident/s has issued the agent or manager/provider with a *Notice to remedy breach* (Form R11) AND the agent or manager/provider has not fixed the problem by the due date (on the Form R11)
- the resident/s must then give at least 7 days notice before ending the agreement

For a periodic agreement, the resident/s must give at least 7 days notice to end the agreement.

If the rental property has been destroyed, or made completely or partly unfit to live in, the resident/s can end the accommodation agreement immediately—within one month of the event.

The agent or manager/provider should talk to the resident/s if they do not agree with this notice. If agreement cannot be reached, the RTA's dispute resolution service may be able to assist – phone 1300 366 311.

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

Minimum notice periods

Grounds/reasons	Minimum notice periods
Failure to remedy breach	7 days
Property destroyed or made completely or partly unfit to live in	Immediately

Without ground	Minimum notice periods
Periodic agreement	7 days
Fixed term agreement <i>A resident must give at least 7 days notice, unless the agent or property manager/owner has breached the agreement. The tenancy ends on the end date of the agreement or the end date of the notice period (whichever is longer). Both parties can agree to end a fixed term agreement early but it must be agreed in writing.</i>	7 days