Disclaimer: This document is in **DRAFT** form, and has been provided to you as a guide only. It should not be constituted as legal advice. Tenant’s Queensland Inc. disclaims all liability with respect to information contained in this document. You will need to amend the document to suit your circumstances, as appropriate.

[tenant/s name/s]

[ tenant/s postal address]

[other contact details- phone, email etc.]

[Date]

[agent/lessor name]

[address line 1]

[address line 2]

Via email: [email address] (remove if not sending via email)

Dear [name of agent/lessor]

**RE: TENANCY DATABASE LISTING OF [insert tenant/s full name/s] I am requesting removal of the listing due to domestic family violence**

I/ we rented the premises situated at [address of rental premises] (“the Premises”) from [commencement date of tenancy] to [insert ending date of tenancy].

I understand that you have listed me on a tenancy database in relation to my/ our tenancy at the Premises.

Tenancy database listings are regulated by the *Residential Tenancies and Rooming Accommodation Act 2008* (Qld) (the Act). I am requesting that you remove the listing because I believe the personal information about me is unjust under the circumstances.

The listing relates to

*(delete what does not apply)*

* Damage caused to the premises by a domestic associate in the course of domestic and family violence incidences.
* I left the premises because I could no longer continue to occupy the premises because of domestic violence committed against me which may have appeared that I abandoned the premises.

*(add other relevant points and include relevant details)*

As a consequence of the listing, I am suffering adverse circumstances, I have been unable to secure rental accommodation for myself/my family.

I understand that you can remove the listing from the tenancy database (TICA).

I request written evidence of my/ our name/s having been removed from the tenancy database as soon as this action has been effected. Please forward this information to me/ us within 14 days / one month from the date of this letter.

Alternatively I intend to apply to the Queensland Civil and Administrative Tribunal, seeking an order to remove the listing as I believe it is unjust under the circumstances.

Yours faithfully,

(tenant to sign)

[Tenant’s name]

The letter requests the removal due to DV and Provide some info and supporting documentation about the circumstances e.g.

* A copy of a Domestic and Family Violence Protection Order
* A Police Protection Notice
* An interstate order or injunction for personal protection under the Family Law Act 1975
* ***A report about domestic and family violence signed by an authorised person e.g. a letter from a DFV support service***