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. Tenants 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.

(Insert tenant/s name/s)

(Insert tenant/s postal address)

(Insert date)

(Insert lessor/ agent’s name)

(Insert lessor/ agent’s address)

Dear (insert lessor/ agent’s name),

**RE: Request to be recognised as the tenant**

I request that the tenancy agreement in [Co-tenants names] at [insert address] (‘the Premises’) to be transferred to me as the tenant due to:

Explain the reason/s that you want to be recognised as the tenant. Important to mention:

* The other co-tenant is/was my domestic associate in an [One of these definitions - intimate personal relationship, family relationship, informal care relationship]
* My domestic associate has committed an act of domestic violence against me;
* attach copies of any relevant evidence for example DVO, Police Protection Order, Family Law court order Or letter of support from
  + doctor
  + social worker
  + refuge or crisis worker
  + DFV support worker or case manager
  + Aboriginal and Torres Strait Islander Health Service
  + A solicitor

Options

There is an ouster order prohibiting [name of the co-tenant] from entering or approaching the premises

The [co-tenant] is no longer living at the premises

Due to these circumstances, I request that you and the lessor consider recognising me as the tenant. Please forward this correspondence onto the owner of the property for their consideration.

I am able to fulfill my obligations as the tenant. I can afford the rent and look after the premises

Options

The [name of co-tenant] left the premises on [insert date] since [insert date] I have paid the full rent. Please see attached copy of my income statement/budget, place of employment, source of income.

As this situation is already placing stress on me/and my family, I/we would appreciate if you could please respond to this letter by [insert date]. If we cannot agree, I/we may proceed to apply to QCAT (Queensland Civil and Administrative Tribunal) for an order under s245 Injury to domestic associate.

Please feel free to contact me via phone/email should you wish to discuss the matter further.

Yours faithfully,

[Tenant to sign here]

[Tenant’s Name]