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]

[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 understand that [you/ your agency] listed me on a tenancy database in relation to my tenancy at [address of rental premises to which listing relates].

I hereby request that you provide me with a copy of any personal information about me that you listed on a tenancy database.

As you would be aware, section 459C of the *Residential Tenancy and Rooming Accommodation Act 2008* (Qld) requires a listing agent to provide a copy of a database listing within 14 days of a request. Accordingly, please forward the relevant information to me as soon as possible and within the 14 days of this letter.

Please email it to [email address] and/or post it to [address].

Yours faithfully,

(tenant to sign)

[Tenant’s name]