

Renting forms

What are RTA renting forms?

When you rent a place in Queensland, the Residential Tenancies Authority (RTA) has a number of renting forms you need to know about. You may need to use these forms when you move in, when you move out, when you apply to get your bond back, or if you need to solve a renting problem.

You can get renting forms from the Residential Tenancies Authority (RTA) website at www.rta.qld.gov.au or by calling the RTA on 1300 366 311.

If you need help to fill in, or understand a renting form, you can contact the Tenants Queensland QSTARS tenant advice service on 1300 744 263.

QSTARS is the Queensland Statewide Tenant Advice Referral Service. This is a free community service for tenants in Queensland. QSTARS provides advice about renting issues and can help tenants take steps to solve renting problems.

General Tenancy Agreement (Form 18a)

Your lessor must give you a written tenancy agreement. When you sign the agreement and return it to the lessor they must give you a copy for your records. This is a legal contract that sets out what you both agree to do.

There are different sorts of renting agreements, depending on whether you rent in private rental, in a caravan park, or rent from the Department of Housing or a community housing organisation.

Entry Condition Report – General Tenancies (Form 1a)

This form is used to write down what the place is like when you move in. You must leave the place in the same condition when you move out, except for everyday wear and tear. When you move in your lessor or agent should give you an Entry Condition Report to fill in. You must add your comments and return a copy to the lessor within 7 days. Keep a copy for your records.

Bond Lodgement (Form 2)

When you rent a place the lessor or agent may ask you to pay a rental bond. The maximum bond is equal to 4 weeks rent. If you pay a bond they must give you a receipt. All bond money must be lodged with the RTA during the tenancy. The RTA Form 2 records your signature and bond details when bond is lodged with the RTA. Or you can go online and lodge your bond directly with the RTA.

Refund of Rental Bond (Form 4)

When you move out of a place, if you paid a rental bond you can use this form to apply to the Residential Tenancies Authority (RTA) to get your bond money back. Or you can apply for your refund online via the RTA website.

Information booklet for tenants (Form 17a)

This booklet tells you about your rights and responsibilities when you rent a place. It includes contact numbers for renting advice services. Your lessor or agent must give you a copy when you move into a place.

Request for approval to keep a pet in a rental property (Form 21)

Use this form if you need to ask your agent or lessor for approval to have a pet in your rental property. They must respond to your pet request within 14 days.

Entry Notice (Form 9)

The lessor or agent can only enter your rental home for a lawful reason. Before they can enter, they must give you an Entry Notice, or get your permission. The Entry Notice should state when they will enter and the reason for entry.

Notice to Remedy Breach (Form 11)

Either the tenant, or the lessor can use this form. This form is used to tell someone there is a tenancy problem (breach) and the person must fix the problem (remedy the breach) by the date on the form.

Notice to Leave (Form 12)

If you get a Form 12 this means the lessor wants you to leave by the date stated on the form. The amount of notice they must give you is listed on the back of the form and will depend on the reason you are being asked to leave.

Notice of Intention to Leave (Form 13)

You can use a Form 13 to give your lessor or agent written notice you intend to leave. This form can state the date you intend to move out and return the keys. If you need to leave quickly because of domestic violence safety concerns, you can use an RTA Form 20 instead and attach a domestic violence report as evidence.

Exit Condition Report – General Tenancies (Form 14a)

When you move out you must leave the place clean and like it was at the start. You can use an Exit Condition Report to record the condition of the place. Give a copy to the lessor when you return the keys. They have 3 business days to inspect the place and return a copy to you with their comments. You can also take photos.

Your Entry and Exit Condition Reports and photos provide useful evidence if you have a dispute about the condition of the place when you move out.

Dispute Resolution Request (Form 16)

You can use this Form 16 to apply to the Residential Tenancies Authority (RTA) dispute service for help to solve a tenancy dispute. This RTA free service can help you and your lessor or agent share information to try to solve a renting problem.

Things to remember

Keep copies of all paperwork (agreements, receipts, notices, letters or emails). If you have a renting problem these documents are important evidence.

For tenancy advice call Tenants Queensland OSTARS 1300 744 263

Tenants Queensland (TQ) is a specialist community legal service for residential renters. TQ also manages the Queensland Statewide Tenant Advice Referral Service (QSTARS). TQ receives funding from commonwealth and state governments. This project was funded by the LAQ Community Legal Education Collaboration fund. This fact sheet provides general information only and is not intended to provide legal advice. © Tenants Queensland 2024

