|  |  |
| --- | --- |
| **Notice to resident/s of rooming house** | Consumer Affairs Victoria |

**Residential Tenancies Act 1997** Sections 125, 127, 136

# Part A – Information for the resident

**A rooming house operator may** use this form to:

* give you their/their agent’s contact details for service of documents and notifying them of the need for urgent repairs.
* notify you they are proposing to change the house rules.
* notify you they wish to enter your room for the purpose of a valid ground under s 137 of the Act.

**Note:**

* A resident may apply to the Victorian Civil and Administrative Tribunal (VCAT) for an order declaring a house rule to be unreasonable. If VCAT considers that a house rule is unreasonable, it may declare the rule invalid.
* A resident has a duty to permit a person exercising a right of entry in accordance with the Act to enter the room.
* If, when a rooming house operator or their agent is exercising a right of entry to a room, any person causes damage or loss to a resident’s goods in the room, the resident may apply to VCAT for an order for compensation.
* If a rooming house operator or their agent has exercised a right of entry and in doing so fails to comply the requirements under the Act, the resident may apply to VCAT for an order restraining the rooming house operator or their agent from exercising a right of entry (in certain circumstances) for a specified period.
* A person exercising a right of entry under the Act must do so in a reasonable manner and must not stay in the room longer than is necessary to achieve the purpose of entry without the resident’s consent.

## Seeking advice

For further information visit the renting section of the Consumer Affairs website at [www.consumer.vic.gov.au/renting](http://www.consumer.vic.gov.au/renting) or call 1300 55 81 81.

# Part B – Notice

1. Resident’s details

Full name of resident(s)

|  |
| --- |
|  |

Address of rooming house

|  |  |  |
| --- | --- | --- |
|  | Postcode |  |

Room number

|  |
| --- |
|  |

1. Operator’s details

Full name of operator (this cannot be an agent’s name)

|  |
| --- |
|  |

Address of operator for serving documents (this can be an agent’s address)

|  |  |  |
| --- | --- | --- |
|  | Postcode |  |

Contact details

|  |  |
| --- | --- |
| Business hours |  |

|  |  |
| --- | --- |
| After hours |  |

|  |  |
| --- | --- |
| Email address |  |

1. Reason for notice

* The operator should refer to page 5 for the reasons to give the form, choose the relevant reason and section number required under the Act and copy it in the box below and add the required detail.
* The operator must explain why the notice has been given. It is not enough to just quote from the Act. There must be enough information for the renter to understand why the notice has been given. Information to help explain the reasoning behind the notice has been provided on page 5.

I am giving you this notice for the following reason:

|  |
| --- |
|  |

1. Delivery of this notice

* The notice period begins when the resident is estimated to receive this notice.
* For information on postage times from different locations please refer to the Australia Post website <https://auspost.com.au/parcels-mail/calculate-postage-delivery-times>.
* If sending by registered post, the operator should keep evidence of the mail delivery method used to send this notice.
* A notice under section 136 can only be given by post or by delivering it personally to the resident between the hours of 8am and 6pm. It cannot be given electronically.

|  |  |
| --- | --- |
|  |  |

This notice was sent on: (insert date)

This notice will be delivered:

|  |
| --- |
| personally, for example by hand |

|  |  |  |  |
| --- | --- | --- | --- |
| by registered post | Expected delivery time |  | (please see the Australia Post website) |

|  |  |
| --- | --- |
| Registered post tracking number (if applicable) |  |

|  |
| --- |
| by email (if consent has been provided by the resident. A notice of access to room given under section 136  cannot be delivered by email) |

|  |  |
| --- | --- |
| Email/postal address of  resident 1 |  |

|  |  |
| --- | --- |
| Email/postal address of  resident 2 |  |

|  |  |
| --- | --- |
| Email/postal address of resident 3 |  |

|  |  |
| --- | --- |
| Email/postal address of  resident 4 |  |

**Note:** If there are more than four residents, include details on an extra page.

1. Signature of operator

|  |  |
| --- | --- |
| Signature |  |

|  |  |  |  |
| --- | --- | --- | --- |
| Name |  | Date |  |

# Help or further information

For further information, visit the renting section – Consumer Affairs Victoria website at [www.consumer.vic.gov.au/renting](http://www.consumer.vic.gov.au/renting) or call the Consumer Affairs Victoria on **1300 55 81 81**.

**Telephone interpreter service**

If you have difficulty understanding English, contact the Translating and Interpreting Service (TIS) on 131 450 (for the cost of a local call) and ask to be put through to an Information Officer at Consumer Affairs Victoria on 1300 55 81 81.

**Arabic**

إذا كان لديك صعوبة في فهم اللغة الإنكليزية، اتصل بخدمة الترجمة التحريرية والشفوية (TIS) على الرقم 450 131 (بكلفة مكالمة محلية) واطلب أن يوصلوك بموظف معلومات في دائرة شؤون المستهلك في فكتوريا على الرقم 81 81 55 1300.

**Turkish** İngilize anlamakta güçlük çekiyorsanız, 131 450’den (şehir içi konuşma ücretine) Yazılı ve Sözlü Tercümanlık Servisini (TIS) arayarak 1300 55 81 81 numerali telefondan Victoria Tüketici İşleri’ni aramalarını ve size bir Danişma Memuru ile görüştürmelerini isteyiniz.

**Vietnamese** Nếu quí vị không hiểu tiếng Anh, xin liên lạc với Dịch Vụ Thông Phiên Dịch (TIS) qua số 131 450 (với giá biểu của cú gọi địa phương) và yêu cầu được nối đường dây tới một Nhân Viên Thông Tin tại Bộ Tiêu Thụ Sự Vụ Victoria (Consumer Affairs Victoria) qua số 1300 55 81 81.

**Somali** Haddii aad dhibaato ku qabto fahmida Ingiriiska, La xiriir Adeega Tarjumida iyo Afcelinta (TIS) telefoonka 131 450 (qiimaha meesha aad joogto) weydiisuna in lagugu xiro Sarkaalka Macluumaadka ee Arrimaha Macmiilaha

Fiktooriya tel: 1300 55 81 81.

**Chinese** 如果您聽不大懂英語，請打電話給口譯和筆譯服務處，電話：131 450（衹花費一個普通電話費），讓他們幫您接通維多利亞消費者事務處（Consumer Affairs Victoria）的信息官員，電話：1300 55 81 81。

**Serbian** Ако вам је тешко да разумете енглески, назовите Службу преводилаца и тумача (Translating and Interpreting Service – TIS) на 131 450 (по цену локалног позива) и замолите их да вас повежу са Службеником за информације (Information Officer) у Викторијској Служби за потрошачка питања (Consumer Affairs Victoria) на 1300 55 81 81.

**Amharic**  በእንግሊዝኛ ቋንቋ ለመረዳት ችግር ካለብዎ የአስተርጓሚ አገልግሎትን (TIS) በስልክ ቁጥር 131 450 (በአካባቢ ስልክ ጥሪ ሂሳብ) በመደወል ለቪክቶሪያ ደንበኞች ጉዳይ ቢሮ በስልክ ቁጥር 1300 55 81 81 ደውሎ ከመረጃ አቅራቢ ሠራተኛ ጋር እንዲያገናኝዎት መጠየቅ።

**Dari**

اگر شما مشکل دانستن زبان انگلیسی دارید، با اداره خدمات ترجمانی تحریری و شفاهی (TIS)به شماره 450 131 به قیمت مخابره محلی تماس بگیرید و بخواهید که شما را به کارمند معلومات دفتر امور مهاجرین ویکتوریا به شماره 1300 55 81 81 ارتباط دهد.

**Croatian** Ako nerazumijete dovoljno engleski, nazovite Službu tumača i prevoditelja (TIS) na 131 450 (po cijeni mjesnog poziva) i zamolite da vas spoje s djelatnikom za obavijesti u Consumer Affairs Victoria na 1300 55 81 81.

**Greek** Αν έχετε δυσκολίες στην κατανόηση της αγγλικής γλώσσας, επικοινωνήστε με την Υπηρεσία Μετάφρασης και Διερμηνείας (ΤΙS) στο 131 450 (με το κόστος μιας τοπικής κλήσης) και ζητήστε να σας συνδέσουν με έναν Υπάλληλο Πληροφοριών στην Υπηρεσία Προστασίας Καταναλωτών Βικτώριας (Consumer Affairs Victoria) στον αριθμό 1300 55 81 81.

**Italian** Se avete difficoltà a comprendere l’inglese, contattate il servizio interpreti e traduttori, cioè il Translating and Interpreting Service (TIS) al 131 450 (per il costo di una chiamata locale), e chiedete di essee messi in comunicazione con un operatore addetto alle informazioni del dipartimento “Consumer Affairs Victoria” al numero 1300 55 81 81.

# Information for the rooming house operator

This section is to be removed from the form before it is given to the resident.

The number before each reason refers to the relevant section of the *Residential Tenancies Act 1997.*Any reference to VCAT refers to the Victorian Civil and Administrative Tribunal.

Please select the reason for this notice from the list below and add the entire text to section 3 of this notice together with supporting factual information regarding the specific reasons for giving the notice. You may wish to provide further information in addition to the documentary evidence required.

| Reason |
| --- |
| 125****–****Contact details  *You can give details of yourself or of an agent*   * I am giving you my contact details for service of documents and notifying me of the need for urgent repairs.   My full name is:  Address for service of documents is:  Emergency telephone no. for urgent repairs is:  OR   * I am giving you contact details of my agent for service of documents and urgent repairs.   Agent’s full name is:  Agent’s address for service of documents is:  Agent’s telephone no. is:  Agent’s telephone no. for urgent repairs is:  My agent can authorise urgent repairs up to $ \_\_\_  OR  My agent cannot authorise urgent repairs.  *Note:*   * *You must give the resident the above information on or before the agreed day on which the resident it to take up occupation of a room.* * *You must notify a resident in writing within 7 days of any change in the above information.* |
| ****127(1)–House rules****  I propose to change the rooming house rules effective from \_ / \_ / \_ .  The change is \_  *Note:*   * *Attach a copy of the proposed rules if insufficient space.* * *the date of the proposed rule change must be at least 7 days from the date of giving this notice.* |
| **136**–**Access to room**  I / my agent wish to enter your room on \_ / \_ / \_ at \_ am/pm for the following reason: (*Note: Only include the applicable reason from the list below)*   * to show it to a prospective resident. I have given you a notice to vacate or you have given me a notice of intention to vacate. * to show it to a prospective buyer or lender because the rooming house is to be sold or used as security for a loan. * to carry out my legal duty as the rooming house operator to \_ * because I have reasonable grounds to believe you have breached your duty as a resident. * to inspect it, which I have not done for more than 4 weeks.   *Note:*   * *If you propose to enter a room for one of the above reasons, you must give at least 24 hours’ notice to a resident, or in the case of a shared room, to each resident.* * *However, if you propose to enter the room to inspect it, you must give at least 48 hours’ notice to a resident, or in the case of a shared room, to each resident.* * *Entry may only be made between 8am and 6pm on any day except a public holiday.*   *Note: Section 136 also provides a right of entry by a rooming house operator/their agent without prior notice if:*   * *the resident, or in the case of a shared room, each resident of the room, agrees at the time entry is sought;* * *there is an emergency and immediate entry is necessary to save life or valuable property; or* * *if services are provided and it is necessary to enter to provide them, but only during the hours specified in the house rules.* |