

16 Dispute resolution request (Form 16)

Residential Tenancies and Rooming Accommodation Act 2008
(Sections 402 and 416)



1 Address of the rental property (rooming accommodation: include room number)

	Postcode

Rental bond number

2 Who is lodging this dispute request:

- Lessor Agent Tenant/s Manager/provider Resident/s

1. Full name/trading name		
Postal address		Postcode
Phone	Mobile	Email
2. Full name/trading name		
Postal address		Postcode
Phone	Mobile	Email
3. Full name/trading name		
Postal address		Postcode
Phone	Mobile	Email

3 The RTA can assist you in the following ways. (Mark all that apply)

- Writing/reading help Auslan or signed English Interpreter service, specify language

4 Has the tenant or resident left the property?

- No Yes > Date vacated

5 Who is the dispute with:

- Lessor Agent Tenant/s Manager/provider Resident/s

1. Full name/trading name		
Postal address		Postcode
Phone	Mobile	Email
2. Full name/trading name		
Postal address		Postcode
Phone	Mobile	Email
3. Full name/trading name		
Postal address		Postcode
Phone	Mobile	Email

6 The dispute is about:

- Bond Rent arrears Repairs Entry Claim greater than bond Tenancy database
 Other (specify details)

7 Please indicate which notices if any, have been issued/received. Attach copies if possible.

- Notice to remedy breach (Form 11, R11) Notice to leave (Form 12, R12) Notice of intention to leave (Form 13, R13)

8 Authorisation

I authorise the RTA to commence conciliation proceedings with the party whose actions I dispute, and acknowledge the RTA will contact the other party with my name and dispute details. **All parties requesting conciliation are to sign below.**

Print name/s	Signature/s	Date
1.		
2.		
3.		

The RTA is collecting your personal information for the purpose of carrying out the RTA's functions under the Residential Tenancies and Rooming Accommodation Act 2008 and may provide your information to QCAT and other bodies. For more information see RTA website.

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In many cases, people are able to resolve their disputes by talking with each other and reaching an agreement directly. If a dispute cannot be resolved this way, the RTA may be able to assist.

All relevant fields need to be completed or processing delays may result.

Lodging your form

- **scan and email** to: bonds@rta.qld.gov.au (file size limit <5MB).
- **post** to: RTA, GPO Box 390, Brisbane Q 4001
- **in person** to: Level 23, 179 Turbot St, Brisbane Q 4000. Mon-Fri 8:30am – 5pm
- **fax** to: 07 3046 5288

If you submit your form by email, the RTA will acknowledge your form has been received by return email. Please contact the RTA (1300 366 311) if you do not receive this confirmation within 24 hours.

After the RTA receives the request, we assist you and the other person/s to resolve your dispute. This is generally done by a telephone hook-up between you and the other person/s to the dispute.

For further information please visit the RTA website.

If the dispute still cannot be resolved, the RTA will issue a *Notice of unresolved dispute*. This allows an application for a hearing to be made to the Queensland Civil and Administrative Tribunal (QCAT).

You must sign the form before you lodge it—keep a copy for your records.

