

Entry notice (Form 9)

Residential Tenancies and Rooming Accommodation Act 2008
(Sections 192–199)



Name/s and address of the tenant/s

	Postcode

1 Address of the rental property (If different from above)

	Postcode
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2 Notice issued by Lessor Renting agent Secondary agent

Full name/trading name	Phone

3 Details of all people entering

Full name/trading name	Phone
1.	
2.	
3.	

4 Notice issued on

Day	Date	Method of issue (e.g. by post, in person)

5 Entry is sought under the following grounds

- Inspect the property other than for a short tenancy moveable dwelling (7 days notice)
- Inspect the property for a short tenancy moveable dwelling (24 hours notice)
- Make routine repairs or to carry out maintenance of the property (24 hours notice)
- Inspect repairs or maintenance carried out (24 hours notice)
- Comply with the *Fire and Rescue Service Act 1990* in relation to smoke alarms (24 hours notice)
- Comply with the *Electrical Safety Act 2002* in relation to approved safety switches (24 hours notice)
- Show the property to a prospective purchaser or tenant (24 hours notice)
- Allow a valuation of the property to be carried out (24 hours notice)
- The lessor believes, on reasonable grounds, that the property have been abandoned (24 hours notice)
- Check the tenant has remedied a significant breach, if a *Notice to remedy breach* (Form 11) has expired (24 hours notice)

6 Entry to the property by the lessor, agent or secondary agent

Entry on Sundays, public holidays or after 6pm and before 8am is only allowed if the tenant agrees.

Day	Date	Time of entry from *		to	
		<input type="checkbox"/> am <input type="checkbox"/> pm			<input type="checkbox"/> am <input type="checkbox"/> pm

* If entry is by lessor/agent only, a maximum two hour period during which entry will commence must be nominated.

7 Signature of the lessor, agent or secondary agent

Print name	Signature	Date

Do not send to the RTA—give this form to the tenant/s—keep a copy for your records.

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Tenant/s are given this notice when the lessor or agent wants to gain entry to the property on a particular date.

If the property is being sold, the notice must be given to the tenant/s by the agent selling the premises (called a secondary agent). In this case, a copy of the form must also be given to the renting agent.

A secondary agent (which may also include agent's nominated repairer) must show the tenant written evidence of their appointment, if asked, before entry can take place.

If the tenant/s disputes the grounds for entry, they should try and resolve this with the person who issued the notice.

If agreement cannot be reached, the RTA's Dispute Resolution Services may be able to assist.

Schedule of timeframes

Reason for entry	Timeframe required
Inspection—not short tenancy moveable dwelling	7 days and, unless otherwise agreed, not within 3 months of previous entry
Inspection—short tenancy moveable dwelling	24 hours and, unless otherwise agreed, not within 3 months of previous entry
Routine repairs and maintenance	24 hours
Routine repairs and maintenance—to inspect to check if repairs have been done	24 hours (must be within 2 weeks of repairs being done)
Repairs and maintenance—if remote and not practicable due to shortage of tradesman	No notice required
Repairs and maintenance—moveable dwelling site only—regular maintenance stated in the agreement	No notice required
Smoke alarms— to install or check on alarms	24 hours
Safety switches—to install or check on switches	24 hours
To show prospective purchasers* or tenants * refer to <i>Notice of lessor's intention to sell premises</i> (Form 10)	At least 24 hours and reasonable time has lapsed since last entry
Valuation	24 hours
Suspected abandonment	24 hours
To inspect to ascertain if the tenant has remedied a significant breach (Significant breaches are defined in the Act)	24 hours (must be within 2 weeks of the expiry of the Notice to remedy breach)
Mutual agreement	At the agreed time
Emergency	No notice required
To protect property from imminent or further damage	No notice required

