

Notice to remedy breach (Form 11)

Residential Tenancies and Rooming Accommodation Act 2008
(Section 325)



Name/s and address

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

1 Address of the rental property

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

2 Notice issued by Lessor Agent Tenant/s

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

3 Notice issued to Lessor Agent Tenant/s

| Full name/trading name |
|------------------------|
| 1. |
| 2. |
| 3. |

4 Details of the breach

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

5 If this notice is given for rent arrears

| | | |
|-----------------------|--------------------------------|---|
| Date rent was paid to | Number of days rent is overdue | Amount of rent owing on the date this notice was issued* |
| <input type="text"/> | <input type="text"/> | \$ <input type="text"/> * any new rent due during the breach process must be paid on time |

6 Notice issued on

| | | |
|----------------------|----------------------|---|
| Day | Date | Method of issue (e.g. by post, in person) |
| <input type="text"/> | <input type="text"/> | <input type="text"/> |

7 Date the breach must be remedied by

| | |
|----------------------|---|
| <input type="text"/> | (There are minimum notice periods that apply, see overleaf) |
|----------------------|---|

8 Signature/s of the person/people issuing the notice

| Print name/s | Signature/s | Date |
|-------------------------|----------------------|----------------------|
| 1. <input type="text"/> | <input type="text"/> | <input type="text"/> |
| 2. <input type="text"/> | <input type="text"/> | <input type="text"/> |
| 3. <input type="text"/> | <input type="text"/> | <input type="text"/> |

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Either the tenant/s or the lessor/agent can fill out this form if they believe the other has breached the tenancy agreement.

If the other person **does not agree** there has been a breach, they should try and resolve it with the person who issued the notice. If agreement cannot be reached, the RTA's dispute resolution service may be able to assist.

Whoever receives this notice will need to address the problem within the specified timeframe.

Schedule of timeframes

| | | |
|---------------------|----------------|---|
| Residential tenancy | Unpaid rent | 7 days if rent has been unpaid for 7 days |
| | General breach | 7 days |

| | | |
|---------------------------|----------------|---|
| Moveable dwelling tenancy | Unpaid rent | 5 days if rent has been unpaid for 7 days |
| | General breach | 7 days |

Give this form to the person/s you believe are in breach, do not send to the RTA—keep a copy for your records.

