

Name and address of party in breach

Postcode

**Purpose of this form** – this form is used during the tenancy where either the tenant/s or the lessor/agent claim that there has been a ‘breach’ of one (or a number) of terms of the residential tenancy agreement.

**Form completed** – then given by either the tenants or the lessor/agent to the party who is ‘in breach’.

**If you receive this form either as a tenant or a lessor/agent** – it means that the other party is letting you know there is a problem or dispute, and you need to take action to rectify the situation within a certain time.

If you do not agree there has been a breach, you should first attempt to resolve the matter by contacting the party who gave you this notice. If that fails, you can access the RTA’s Dispute Resolution Service by lodging a *Dispute Resolution Request* (Form 16) with the RTA by the date in 7 below.

**For parties who cannot resolve a tenancy dispute.** For further information read the Information Statement you received at the start of your tenancy or contact the RTA.

**Please print**

**1 Who is serving this Notice to Remedy Breach?**

- Lessor
- Agent
- Tenant/s

Name/s


**2 Address of the rental premises**

Postcode

**3 Who is this Notice to Remedy Breach being given to?**

- Lessor
- Agent
- Tenant/s

Name/s


**4 What is the breach of the agreement which is the reason for this notice?**

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**5 If this notice is given for rent arrears:**

Date rent was paid to

/ /
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Number of days rent is overdue

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Amount of rent to be paid to remedy the breach

\$
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**6 Date issued**

/ /
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**7 By what date must the breach of the agreement be remedied? (There are minimum times which must be allowed).**

Date

/ /
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**8 Signature of party giving the notice**

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**DO NOT SEND THIS FORM TO RTA – Please keep a copy for your records**