

# Notice of intention to leave (Form 13)

Residential Tenancies and Rooming Accommodation Act 2008  
(Sections 302–308, 327 and 331–332)



## 1 Address of the rental property

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

## 2 Notice issued by

|                    |          |           |
|--------------------|----------|-----------|
| 1. Full name/s     |          |           |
| Forwarding address |          | Signature |
|                    | Postcode |           |
| Phone              | Mobile   | Date      |
| Email              |          |           |

|                    |          |           |
|--------------------|----------|-----------|
| 2. Full name/s     |          |           |
| Forwarding address |          | Signature |
|                    | Postcode |           |
| Phone              | Mobile   | Date      |
| Email              |          |           |

|                    |          |           |
|--------------------|----------|-----------|
| 3. Full name/s     |          |           |
| Forwarding address |          | Signature |
|                    | Postcode |           |
| Phone              | Mobile   | Date      |
| Email              |          |           |

## 3 Notice issued to Property owner Property manager

|  |
|--|
|  |
|  |

## 4 Notice issued (See overleaf for grounds/reasons)

- without ground  
 with ground (provide details)

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

## 5 Notice issued on

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

## 6 I/We intend to vacate the property by midnight on

|                      |   |
|----------------------|---|
| <input type="text"/> | (Minimum notice periods apply – see overleaf) |
|----------------------|---|

Do not send to the RTA—give this form to the property owner/manager and keep a copy for your records.



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The tenant/s give this notice to the property owner/manager when the tenant/s want to vacate the premises by a certain date.

There may be a number of grounds (reasons) for giving the notice. If the property owner/manager disputes these reasons, they should try to resolve the matter with the tenants first. If agreement cannot be reached, the RTA's dispute resolution service may be able to assist – phone 1300 366 311.

If tenants are leaving because of an unremedied breach, this notice can only be given after the 7 day remedy period has expired.

If the tenant/s are giving this notice because of an unremedied breach by the owner or manager, please note that this notice does not guarantee that you will be released from the tenancy agreement. You may apply for termination of your lease through the Queensland Civil and Administrative Tribunal (QCAT) under section 309 of the *Residential Tenancies and Rooming Accommodation Act 2008*.

When serving notices by post, the sender must allow time for the mail to arrive when working out notice periods.

## Minimum notice periods

| Grounds (reasons)                  | General tenancy     | Moveable dwelling<br>Long term | Moveable dwelling<br>Short term |
|------------------------------------|---------------------|--------------------------------|---------------------------------|
| Unremedied breach                  | 7 days              | 2 days                         | n/a                             |
| Non-compliance with tribunal order | 7 days              | 7 days                         | 1 day                           |
| Non-liveability                    | The day it is given | The day it is given            | The day it is given             |
| Compulsory acquisition             | 2 weeks             | 2 weeks                        | 1 day                           |
| Intention to sell                  | 2 weeks             | 2 weeks                        | 1 day                           |

| Without ground       | General tenancy | Moveable dwelling<br>Long term | Moveable dwelling<br>Short term |
|----------------------|-----------------|--------------------------------|---------------------------------|
| Periodic agreement   | 2 weeks         | 2 weeks                        | 1 day                           |
| Fixed term agreement | 14 days         | 14 days                        | 1 day                           |

*A tenant must give at least 14 days notice, unless the property owner/manager has breached the agreement. The tenancy ends on the end date of the agreement or the end date of the notice period (whichever is longer). Both parties can agree to end a fixed term agreement early but it must be agreed in writing.*