

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

2 Notice issued by ☐ Property owner ☐ Property manager ☐ Other authorised person (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. email, post, in person)

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

5 Entry is sought under the following grounds

- ☐ Inspect the property (7 days notice)
- ☐ Inspect the property – short tenancy moveable dwelling (48 hours notice)
- ☐ Carry out routine repairs or maintenance (48 hours notice)
- ☐ Inspect completed repairs or maintenance (48 hours notice)
- ☐ Comply with the *Fire Services Act 1990* (e.g. smoke alarms) (48 hours notice)
- ☐ Comply with the *Electrical Safety Act 2002* in relation to approved safety switches (48 hours notice)
- ☐ Show the property to a prospective purchaser or tenant (48 hours notice)
- ☐ Allow a valuation of the property to be carried out (48 hours notice)
- ☐ The property owner/manager believes, on reasonable grounds, that the property has been abandoned (48 hours notice)
- ☐ Check the tenant has remedied a significant breach, if a [Notice to remedy breach \(Form 11\)](#) has expired (48 hours notice)

6 Entry to the property by the property owner/manager or other authorised person

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

Day

Date

Time of entry

Two hour period*

| | | | | | | | |
|--|--|--|----|------|--|----|--|
| | | | OR | From | | to | |
|--|--|--|----|------|--|----|--|

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

7 Signature of the property owner/manager or other authorised person (secondary agent)

Print name

Signature

Date

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

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 property owner/manager, or another authorised person (secondary 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 (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 an 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.

Limits apply to entry frequency after a [Notice to leave \(Form 12\)](#) or a [Notice of intention to leave \(Form 13\)](#) is issued.

If agreement cannot be reached, the RTA's dispute resolution service 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 | 48 hours and, unless otherwise agreed, not within 3 months of previous entry |
| Routine repairs and maintenance | 48 hours |
| Routine repairs and maintenance—inspection to check if repairs have been done | 48 hours (must be within 2 weeks of repairs being done) |
| Repairs and maintenance—if property is remote and not practicable due to shortage of tradespeople | No notice required |
| Repairs and maintenance—moveable dwelling site only—regular maintenance stated in the agreement | No notice required |
| Comply with the <i>Fire Services Act 1990</i> | 48 hours |
| Safety switches—to install or check switches | 48 hours |
| To show prospective purchasers* or tenants * refer to Notice of lessor's intention to sell premises (Form 10) | At least 48 hours and reasonable time has lapsed since last entry |
| Valuation | 48 hours |
| Suspected abandonment | 48 hours |
| Inspection to check if the tenant has remedied a significant breach (Significant breaches are defined in the RTRA Act) | 48 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 |



Other languages: You can access a [free interpreter service](#) by calling the RTA on 1300 366 311 (Monday to Friday, 8:30am to 5:00pm).