

Entry notice (Form 9)

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

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.

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	24 hours and, unless otherwise agreed, not within 3 months of previous entry
Routine repairs and maintenance	24 hours
Routine repairs and maintenance—inspection to check if repairs have been done	24 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
Smoke alarms—to install or check alarms	24 hours
Safety switches—to install or check 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
Inspection to check if the tenant has remedied a significant breach (Significant breaches are defined in the RTRA 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