

# Entry notice – Rooming accommodation (Form R9)

Residential Tenancies and Rooming Accommodation Act 2008  
(Sections 257–262)



## 1 Address of the rental premises

Room no.		
		Postcode

## 2 Notice issued by ☐ Agent ☐ Manager/provider

Full name/trading name	Phone

## 3 Full name/s of resident/s

1.
2.

## 4 Notice issued on

Day	Date	Method of issue (e.g. by post, in person)
	/ /	

## 5 Entry is sought for the following reasons

- ☐ Inspection (48 hours notice must be given, and can only happen once every month)
- ☐ Cleaning (24 hours notice)
- ☐ Repairs or maintenance (24 hours notice)
- ☐ Pest control (24 hours notice)
- ☐ Showing a room to a prospective resident or buyer (24 hours notice)
- ☐ Valuation (24 hours notice)
- ☐ To comply with the *Fire and Rescue Services Act 1990* (24 hours notice)

## 6 Entry to the premises is planned for

Day	Date	Time
	/ /	<input type="checkbox"/> am <input type="checkbox"/> pm

## 7 Details if this notice is for more than one entry (e.g. regular cleaning)

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## 8 Signature of the agent or manager/provider

Print name	Signature	Date
		/ /

Do not send to the RTA—give this form to the resident/s, keep a copy for your records.



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The resident/s are given this notice when the agent or manager/provider wants to gain entry to their room on a particular date.

If the resident/s dispute the grounds for entry they should try and resolve this with the person who issued the notice.

If the resident/s still do not agree, or are unsure the agent or manager/provider is following the rules of entry, the RTA's Dispute Resolution Services may be able to assist.

The agent or manager/provider should be present if someone else (e.g. a tradesperson) needs to enter the room. If the agent or manager/provider is not present, the other person must be able to show written proof they have been asked to enter the room.

## Schedule of timeframes

Reason for entry	Timeframe required
With resident/s agreement	At agreed time
Inspection	48 hours
To clean the room	24 hours
To make routine repairs or carry out maintenance	24 hours
To carry out pest control	24 hours
To show the room to prospective buyer or resident	24 hours
To allow a valuation	24 hours
To comply with the <i>Fire and Rescue Services Act 1990</i>	24 hours
Emergency	Without notice
Reasonably believes the room has been abandoned	Without notice
Urgent repairs	Without notice