

16 Dispute resolution request (Form 16)

Residential Tenancies and Rooming Accommodation Act 2008
(Sections 402 and 416)



Tenants and property owners/managers are encouraged to agree on solutions together. The RTA recommends you have a conversation with the other party and [attempt self-resolution before you apply](#).

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Rental bond number

1 Have you spoken to the other party about the problem? No Yes

2 Have you/your tenants vacated the rental premises? No Yes Date vacated

3 Has your tenancy ended/been affected by domestic and family violence? No Yes

4 Address of rental property (if rooming accommodation, include room number)

<input type="text"/>	
<input type="text"/>	Postcode <input type="text"/>

5 Who is lodging this dispute request? Owner Property manager Tenant/s Resident/s

1. Full name/trading name	<input type="text"/>	Phone	<input type="text"/>
Email	<input type="text"/>	<input type="checkbox"/> tick if you agree to receive RTA notices by email	Mobile <input type="text"/>
Postal address	<input type="text"/>	Postcode	<input type="text"/>
Optional for tenants - do you identify as: (mark all that apply)			
<input type="checkbox"/> Aboriginal and Torres Strait Islander peoples	<input type="checkbox"/> Culturally and linguistically diverse people	<input type="checkbox"/> People living with a disability	

2. Full name/trading name	<input type="text"/>	Phone	<input type="text"/>
Email	<input type="text"/>	<input type="checkbox"/> tick if you agree to receive RTA notices by email	Mobile <input type="text"/>
Postal address	<input type="text"/>	Postcode	<input type="text"/>
Optional for tenants - do you identify as: (mark all that apply)			
<input type="checkbox"/> Aboriginal and Torres Strait Islander peoples	<input type="checkbox"/> Culturally and linguistically diverse people	<input type="checkbox"/> People living with a disability	

6 Do you need the RTA's help with: (mark all that apply)

Writing/reading help Auslan or signed English Interpreter service, specify language

7 Who is the dispute with? Owner Property manager Tenant/s Resident/s

1. Full name/trading name	<input type="text"/>	Phone	<input type="text"/>
Email	<input type="text"/>	Mobile	<input type="text"/>
Postal address	<input type="text"/>	Postcode	<input type="text"/>

2. Full name/trading name	<input type="text"/>	Phone	<input type="text"/>
Email	<input type="text"/>	Mobile	<input type="text"/>
Postal address	<input type="text"/>	Postcode	<input type="text"/>

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Page 2 of 2 – Complete all pages

Rental bond number

Address of rental property (if rooming accommodation, include room number)

<input type="text"/>	
<input type="text"/>	Postcode <input type="text"/>

8 The dispute is about:

- Bond Rent arrears Repairs Claim greater than bond Domestic and family violence affected
 Entry Pet approval Pet damage Tenancy database
 Other (give details)

9 Have you issued/received any notices?

- Notice to leave (Form 12, R12) Expiry date
- Notice of intention to leave (Form 13, R13) Expiry date
- Notice to remedy breach (Form 11, R11) Expiry date
- Notice ending tenancy/residency interest (domestic and family violence) (Form 20, R20) Expiry date

10 Reason Notice issued:


11 Authorisation

I agree to the RTA starting a dispute resolution process. I acknowledge the RTA may contact the other person/s with my name and dispute details. Everyone requesting conciliation must sign below.

Print name/s	Signature/s	Date
1. <input type="text"/>	<input type="text"/>	<input type="text"/>
2. <input type="text"/>	<input type="text"/>	<input type="text"/>

The RTA is not liable for any losses that occur if you provide incorrect information.

Email form to bonds@rta.qld.gov.au, or post to RTA GPO Box 390 Brisbane Q 4001

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

