

# NOTICE TO FORMER TENANT

## (Goods left behind)

Residential Tenancies Act 2010 (the Act) Division 2 - Goods Left on Residential Premises

Tenant/s Names and Forwarding Address:

### TO THE FORMER TENANT/S (Names of Former Tenant/s to whom this notice is being served)

Name/s: .....

### IN RESPECT OF GOODS LEFT AT THE PREMISES

Address: .....

### NOTICE GIVEN BY THE FORMER LANDLORD / AGENT

Landlord: .....

Landlord's Agent: .....

Address: .....

ABN: .....

Phone: .....

Mobile: .....

Email: .....

Person Giving Notice: .....

### DESCRIPTION OF GOODS LEFT BEHIND

The goods described below were left at the rented Premises by you (the former Tenant) when your tenancy agreement expired or was terminated on .....

(1) Non-Perishable Goods:

.....

(2) Personal Documents: (as defined under Section 126(2) of the Act)

.....

**Note:** The Landlord/Agent is entitled to remove and/or otherwise dispose of Perishable Goods at any time after vacant possession or abandonment of the Premises.

### PERIOD OF STORAGE

Goods are being stored at: .....

Period of Storage: From ..... for a period of:

☐ 14 days in the case of goods other than personal documents

☐ 90 days in the case of personal documents

If you wish to reclaim the goods, you must do so before the end of this stipulated time period and may be liable for payment to the former Landlord/ Agent of an occupation Fee (The Act, Section 132)

### DISPOSAL OF NON-PERISHABLE GOODS (OTHER THAN PERSONAL DOCUMENTS)

Failure to collect or make arrangements to collect the goods after this time specified above will result in the goods being disposed of by the Landlord/ Agent by sale or other lawful manner.

**If the goods are sold:**

- The Landlord/Agent is entitled to deduct from the sale proceeds the reasonable costs of sale and an Occupation Fee (The Act, Section 132).
- Proceeds remaining after the above payments will, if requested by the Tenant or other person entitled thereto, be paid to the Tenant or other person.

### DISPOSAL OF PERSONAL DOCUMENTS

Failure to collect or make arrangements to collect personal documents after this time will result in the documents being disposed of by the Landlord/Agent in the following manner:

☐ by returning them to the authority that issued the documents.

☐ if it is not reasonably practicable to return them to that authority, in any other lawful manner that the Landlord/Agent thinks fit.

**Note:** The Landlord/Agent will not dispose of documents in any manner that results in personal information becoming publicly available.

### SIGNATURE

Landlord/Landlord's Agent: .....

Date: .....