

Moving into a room

This fact sheet is for rooming accommodation residents. Rooming Accommodation generally covers residents who rent a room, but share facilities like a kitchen or bathroom. The *Residential Tenancies and Rooming Accommodation Act 2008* (the Act) is the law that covers residential tenants and lessors as well as rooming residents and providers in Queensland.

Applying to rent a room

When you apply to rent a room, the agent or provider can only ask you to use an application form that complies with the Act. A rental application form for rooming accommodation is available on the [RTA website](#). The Act limits the information and supporting documentation that can be requested from you during the application process. The agent or provider must also give you two ways to submit your application, including one way that does not cost you money or involve the use of a third-party platform. You can also choose to provide supporting documents for sighting instead of providing copies. These rules do not apply to rental applications for public and community housing.

Your rooming agreement

Your provider must give you a written agreement on or before the day you move in. The rooming accommodation agreement (RTA Form R18) is the agreement between the resident and provider/agent which outlines the rights and responsibilities of the parties to the agreement. The agreement is a legally binding written contract. You need to read and sign the agreement.

Once you have signed your agreement, give it to the provider, they must also sign the agreement and give you a fully signed copy within 3 days. If the provider fails to do this, they are in breach of the Act.

It is an offence for the provider to include a term in your agreement that contradicts what the Act says. Any term that contradicts the Act is invalid and not enforceable.

Your provider must keep a copy of your agreement for at least one year after the agreement ends.

If you only have a verbal agreement with your provider and don't sign any written agreement, you are still protected by the Act. The terms of your agreement will be what you and the provider verbally agreed. However, if you have a dispute and don't have a written agreement it is difficult to prove what you agreed to. It is also an offence under the Act if the provider does not give you an agreement in writing and they can be fined.

What your agreement must contain

- Your provider's name, address and any telephone number
- Your name, address and any telephone number
- A full description of any services provided to you e.g. food, personal care, linen
- how much rent you need to pay, as well as when and how to pay the rent
- how much of the rent is for accommodation, food service, personal care service and any other service
- the amount of bond payable
- the room number and what common areas can be used
- if the agreement is for a fixed term, state the term of the agreement i.e. start and end dates
- include house rules
- be signed by both you and the provider.

All agreements that are entered into after 6 June 2024 must also state the date that the rent was last increased for the room, except for public housing, state employee housing, and government funded accommodation where the rent amount is calculated based on the resident's income (such as community housing).

Your agreement may also contain special terms about things in your rooming accommodation, for example getting food or personal care provided.

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Who's who?

A **lessor** is the person who gives a **tenant** the 'right to occupy' a residential premises. Lessors often employ real estate agents to manage premises on their behalf.

A **provider** is a person who provides rooming accommodation to **residents**.

QSTARS is a program providing specialist advice and support to renters, funded by the Qld Government, delivered by Tenants Queensland.

The RTA is the government authority that manages rental bonds, provides forms and information, conducts dispute resolution and investigates complaints of unlawful conduct under tenancy laws.

The **Tribunal** or **QCAT**, hears and makes binding decisions about residential tenancy disputes.

Tenant fact sheets produced by



Tenants Queensland

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Fixed or Periodic?

Your agreement may be a fixed term agreement or a periodic agreement. A fixed term agreement has a beginning date and an end date. A periodic agreement has no end date, it ends when either you or the provider decide to end the agreement. See the **Moving Out of Your Room fact sheet** for more information on ending rooming accommodation agreements. A fixed term agreement may turn into a periodic agreement if the end date of the agreement passes without either party ending the agreement. All the terms and conditions of the agreement will continue to apply except the end date.

Opting in

If you live in rooming accommodation but your agreement states it is a Residential Tenancy Agreement, or you sign a Form 18a Residential Tenancy Agreement, then you will be covered by the residential tenancies provisions of the Act. The residential tenancy laws generally provide greater protection and renting rights than the rooming accommodation sections of the Act.

House rules

House rules are rules about the use, enjoyment, control or management of rooming accommodation. There are two types of house rules – prescribed rules (listed in the regulations to the Act) and rules made by the provider. House rules form part of your rooming accommodation agreement. The provider must give you a copy of the house rules for the rental premises before entering into the agreement.

For more information on house rules, see **While you are a resident fact sheet**.

Address of the provider

On or before the time you move into your room, your provider must

give you written notice of the provider's name and address for service. This is who you contact if you have any problems regarding your room. If this information changes the provider must give you the new details within 14 days.

Paying bond

When you pay a bond make sure you get a receipt for the amount of bond you paid. The maximum amount of bond that the provider can ask you to pay is an amount equal to four weeks rent.

You and the provider will need to complete an RTA Bond Lodgement (Form 2), or you can lodge your own bond to the RTA using the RTA's Online Bond Lodgement facility. You will need a Queensland Digital Identity (QDI) to lodge the bond using the RTA web services. The person you pay your bond to must lodge your bond within 10 days of receiving it. It is an offence under the Act if the person does not do this and they can be fined.

When the RTA receives your bond money they will send you an official acknowledgement with your bond lodgement number.

Condition reports

On or before the day you occupy your room the provider/agent must prepare and fill out a Condition Report (RTA Form R1) for the room and give you a copy.

When you get the Condition Report you should add your comments to the form regarding the condition of the room. You don't have to agree with what the provider has written in the Condition Report.

You should then sign the form and keep a copy for your records. You need to give your completed and signed Condition Report back to the provider within 7 days of moving into your room.

It's a good idea to take some photos of your room when you move in. The Condition Report and any photos you take may be useful evidence when you apply to get your bond back.

Further help

Queensland Statewide Tenant Advice and Referral Services (QSTARS)

QSTARS provides specialist tenancy advice, advocacy support and referral for Queensland renters. Contact QSTARS for tenancy advice on:

1300 744 263

Open Mon – Friday 9am – 5pm
(extended hours to 7pm on Tuesdays and Wednesdays)

Tenants Queensland

Tenants Queensland (TQ) is a specialist community and legal service which has been providing services to and representing the interests of residential renters in Queensland since 1986. QSTARS is managed by TQ and delivered in collaboration with partner organisations.

For administration issues contact TQ on 07 3832 9447 or visit www.tenantsqld.org.au

Residential Tenancies Authority (RTA)

The RTA is the government authority. RTA tenancy forms are available online at www.rta.qld.gov.au or call 1300 366 311.

The Queensland Civil and Administrative Tribunal (QCAT or the Tribunal)

To find your local Tribunal (except for Brisbane QCAT sits in the local Magistrates Court) or get QCAT forms visit www.qcat.qld.gov.au or call QCAT on 1300 753 228.

Translating and Interpreting Service (TIS National)

If you need an interpreter let us know when you call, or call the TIS translating and interpreting service on 131 450 so they can help you contact our service.

Disclaimer: This brochure provides information only and is not intended to provide legal advice.