|  |  |
| --- | --- |
| **Notice to rooming house resident –  consent to increase room capacity**  *Residential Tenancies Act 1997* Section 94B and 94C | Consumer Affairs Victoria |

The rooming house operator must use this form to notify the resident of an increase in room capacity.

# Part A – Information for the resident

You have been given this notice because the rooming house operator wants to increase your room’s capacity (the number of people who can share your room).

The rooming house operator must give you a notice and get your written agreement before they can increase your room’s capacity.

If you consent to the increase, the rooming house operator will be able to:

* choose other residents to share your room
* move the other residents into your room without notifying you.

If you consent, you should respond in writing within 14 days of the date of this notice by completing section 6 of this notice and returning it to the rooming house operator. Keep a copy of the completed notice for your records and in case you later change your mind and decide to withdraw your consent.

If you consent, your rent will be reduced. If you think that the reduced rent is still excessive, you can write to the Director of Consumer Affairs Victoria. You must do this within 30 days of the date of this notice.

Once consent is given (by all occupants if there is more than one occupant already in the room) this consent, as well as the new reduced rent amount, will take effect after 7 days.

If you consent and then change your mind, you may withdraw your consent by completing section 7 of this notice and returning it to the rooming house operator. You must notify of any change of mind within 3 days of when you first gave your consent.

If you do not consent, you do not need to respond to this notice.

If you need help with this notice, you can call the Consumer Affairs Victoria Helpline on 1300 55 81 81, or go to [www.consumer.vic.gov.au/renting](http://www.consumer.vic.gov.au/renting).

# Part B – Details of notice

1 Date of notice

|  |
| --- |
|  |

2 This notice is given to:

|  |  |
| --- | --- |
| Full name of resident |  |

Address of rooming house

|  |  |  |
| --- | --- | --- |
|  | Postcode |  |

Room number

|  |
| --- |
|  |

3 Rooming house operator details

Full name of rooming house operator

|  |
| --- |
|  |

Address of rooming house operator for serving documents (this can be an agent’s address)

|  |  |  |
| --- | --- | --- |
|  | Postcode |  |

4 Intention to increase room capacity

I am notifying you as the rooming house provider of my intention to increase the capacity of your room.

I want to increase the total number of people who can share your room:

|  |  |
| --- | --- |
| From (current room capacity) |  |

|  |  |
| --- | --- |
| To (new room capacity) |  |

5 Rent amount

If you consent to the new room capacity, your rent will be reduced:

|  |  |  |
| --- | --- | --- |
| From (current rent amount) | $ | per  week  fortnight |

|  |  |  |
| --- | --- | --- |
| To (new rent amount) | $ | per  week  fortnight |

**Note:** The new rent amount will begin 7 days after all current residents of the room have consented to the increased room capacity.

6 Consent to increase room capacity

To consent to the increase in room capacity, sign below and return a copy of this notice to the rooming house operator.

I consent to the increase in room capacity as specified in this notice.

|  |  |
| --- | --- |
| Signature of resident |  |

|  |  |  |  |
| --- | --- | --- | --- |
| Name |  | Date |  |

7 Withdrawal of consent to increase room capacity

To withdraw your consent, sign below and return a copy of this notice to the rooming house operator.

I withdraw my consent to the increase in room capacity as specified in this notice.

|  |  |
| --- | --- |
| Signature of resident |  |

|  |  |  |  |
| --- | --- | --- | --- |
| Name |  | Date |  |

Help or further information

For further information, visit the renting section – Consumer Affairs Victoria website at [consumer.vic.gov.au/renting](http://www.consumer.vic.gov.au/renting) or call the Consumer Affairs Victoria Helpline on **1300 55 81 81**.

# Telephone interpreter service

If you have difficulty understanding English, contact the Translating and Interpreting Service (TIS) on 131 450 (for the cost of a local call) and ask to be put through to an Information Officer at Consumer Affairs Victoria on 1300 55 81 81.





















