

NOTICE CONTROL / PACK 06

Rental notices, repairs and disputes pack

06

A decision map for serving the right Victorian rental document with the right evidence and timing.

THE FIVE-STAGE CONTROL MAP

A file becomes defensible when each stage has an owner, a current source, an approval and retained evidence.

01 Ground	02 Form	03 Evidence	04 Serve	05 Prove
---------------------	-------------------	-----------------------	--------------------	--------------------

W AGENT RULE

Draft the operational brief. Use official prescribed forms. Route legal instruments to the licensed professional responsible for them.

PACK 06 / ACTION CHECKLIST

Build the evidence file

Tick only when the document exists, is current, has been approved by the right person and is stored against the matter.

01	Classify the issue	Entry, repair, breach, rent increase, notice to vacate, renter notice, pet, bond or dispute.	☐
02	Confirm legal ground	Identify the current section, required facts, exclusions and whether a notice is legally available.	☐
03	Open official form	Download the current prescribed document from CAV on the day it is prepared.	☐
04	Calculate dates	Apply the current minimum notice period, commencement rule, service allowance and any 2026 extension.	☐
05	Attach evidence	Use the evidence specified for the ground and record the source, date and decision maker.	☐
06	Review content	Names, address, reason, section, remedy, termination date, contact, signature and all required attachments.	☐
07	Serve correctly	Use a permitted method, address the right recipient and retain proof of service and delivery status.	☐
08	Diary next step	Record response date, access appointment, remedy date, escalation, RDRV/VCAT path and owner instruction.	☐
09	Protect safety	Urgent repairs, family violence, illegal eviction and immediate danger require a specialist response.	☐

PACK 06 / SIGNING BOUNDARY

What W Agent must not blur

These controls are deliberately conservative. They protect the client, the agency and the professional who is responsible for the final instrument.

1	A defective ground, date, evidence attachment or service method can invalidate a notice.
2	Most Victorian rent increases now require at least 90 days' notice and the prescribed form.
3	No-fault notice to vacate is not a substitute for a valid statutory reason.

OFFICIAL SOURCES

Open the live source again immediately before use. A saved or printed copy can become stale.

01	CAV rent increases https://www.consumer.vic.gov.au/housing/renting/rent-bond-bills-and-condition-reports/rent/rent-increases
02	CAV notice to vacate https://www.consumer.vic.gov.au/housing/renting/moving-out-giving-notice-and-evictions/notice-to-vacate/notice-to-vacate-in-rental-properties
03	CAV rental entry https://www.consumer.vic.gov.au/housing/renting/rental-providers-inspecting-or-entering-a-property/when-a-rental-provider-can-enter-a-property
04	CAV rental disputes https://www.consumer.vic.gov.au/housing/renting/legal-and-dispute-support/resolving-disputes
05	CAV rental forms https://www.consumer.vic.gov.au/resources-and-tools/forms-and-publications

IMPORTANT

This W Agent pack is a general operational checklist, not legal, conveyancing, financial, tax, valuation, planning, building, employment or franchising advice. It is not a prescribed form, authority, contract, disclosure document or government-approved instrument. Laws, forms, facts and transaction risks change. Obtain matter-specific advice and use current official or professionally licensed documents before signing, serving, advertising, receiving trust money or providing a regulated service.