Request for approval to attach fixtures or make structural changes (Form 23)

Residential Tenancies and Rooming Accommodation Act 2008 (Section 207–209 and 254–256)

Tenants must use this form to request approval from the property owner to attach a fixture or make a structural change in their rental property. Tenants should complete a separate form for each request.

For more information about your rights and responsibilities, please see our Attaching fixtures and structural changes webpage. On this form, the term property owner refers to the lessor, property manager or manager/provider who has the authority to act on behalf of the property owner.

When submitting this request by post, the sender must allow time for the mail to arrive when calculating the date the property owner must respond by (item 6).

1 Address of the rental property

	Postcode	

2 Tenant/s details

1. Name			
Email		Phone	

2. Name			
Email		Phone	

3. Name			
Email		Phone	

3 Property owner/s details

1.	
2.	
3.	

4 Fixtures/structural changes request

Description of fixture/structural change

Provide a detailed description of the fixture to be attached or the structural change to be made, including materials, dimensions, and intended purpose.

Proposed location (if applicable)

Specify the exact location of the fixture or structural change.

Reason for request

Explain why the fixture or structural change is necessary or desirable.

5 Date this request is sent

Day	Date	Method of sending request (e.g. email, post, in person)

6 Date the property owner must respond by

(must be within 28 days after receiving request)

7 Tenant/s acknowledgment

☐ I acknowledge that the property owner may impose reasonable conditions to this approval

8 Tenant signature/s

	Print name/s	Signature/s	Date
1.			
2.			
3.			

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residential tenancies authority

Property owner to complete request approval

Agreement terms (if applicable)

Will the tenant be required to maintain the fixture? Yes ☐ No ☐

Will the fixture be removable? Yes ☐ No ☐

If removable, will repairs be required upon removal? Yes ☐ No ☐

Property owner approval

☐ Approved

☐ Denied

If approved, the lessor may impose the following conditions:

Does the approval require agreement by the body corporate Yes ☐ No ☐

Property owner signature

Print name	Signature	Date

Body corporate approval (if yes is ticked above) – attach copy of approval to response

☐ Approved

☐ Denied

If approved, the body corporate imposes the following conditions. Specify conditions, if none, write N/A.

Body corporate signature

Print name	Signature/s	Date

Additional terms

Important information

- If a property owner does not respond to the request within 28 days after receiving the request, the tenant does not have permission to proceed with the requested fixtures or structural changes. Instead a tenant may consider applying for free and impartial dispute resolution through the Residential Tenancies Authority (RTA).
- If the issue remains unresolved after attempting dispute resolution through the RTA, the tenant may take the matter to the Queensland Civil and Administrative Tribunal (QCAT). QCAT can make a legally binding decision regarding the request to attach a fixture or make structural changes. When deciding, QCAT will consider the following:
    - Safety, security, and accessibility: consider whether the proposed fixture or structural change would improve the safety, security, and accessibility of the property for the tenant.
    - Removal and restoration: evaluate whether the fixture or structural change can be removed at the end of the tenancy, and if the property can be restored to its original condition.
    - Impact on property value: determine if the proposed change would add value to the property and whether the lessor may treat it as an improvement.
    - Building approvals: check if any building approvals are required for the proposed fixture or structural change.
    - Qualified tradesperson: assess whether the change needs to be installed by a qualified tradesperson.
    - Body corporate approval: if the property is part of a body corporate scheme, confirm whether approval is needed for the fixture or structural change.
    - Extent of structural change: for structural changes, consider how much the proposed change will alter the property.
    - Other relevant matters: take into account any other factors the tribunal deems relevant.

Interpreter

Other languages: You can access a free interpreter service by calling the RTA on 1300 366 311 (Monday to Friday, 8:30am to 5:00pm).

Do not send this form to the RTA. Give this form to your property owner/s and keep a copy for your records.

CC BY