

Application for Resolution of a Dispute Under the *Residential Tenancies Act 1997*

ACAT File Number:

APPLICANT'S CONTACT DETAILS

(for multiple applicants attach details on a separate page)

APPLICANT/s NAME:

Address:

Are you the: Lessor Grantor OR Tenant Occupant

Preferred Phone Number:

Alternate Phone Number:

Email:

APPLICANT'S REPRESENTATIVE DETAILS (if any)

(any representative who is not a lawyer should file an Authority to Act for a Corporation or Power of Attorney providing authorisation to represent the applicant)

Name:

Address :

Preferred Phone Number:

Alternate Phone Number:

Email:

RESPONDENT'S CONTACT DETAILS

(for multiple respondents attach details on a separate page)

RESPONDENT/s NAME:

Address:

Is the Respondent the: Lessor Grantor OR Tenant Occupant

Preferred Phone Number:

Alternate Phone Number:

Email:

RENTAL ADDRESS / ADDRESS OF PREMISES IN DISPUTE:

THE APPLICANT APPLIES FOR THE FOLLOWING ORDERS

Termination of tenancy or occupancy agreement.

Payment of rental arrears or other amounts owing under the agreement.

Compensation/Damages.

Order for access to the premises.

For the resolution of any other dispute

Amount of Claim:

(if applicable)

BOND DETAILS:

Was a Bond paid?: YES NO

Amount of Bond: \$

Was Bond lodged with Office of Rental Bonds: YES NO Not Known

Has the Bond been Released?: YES NO PART

If Yes, to whom?: Lessor/Grantor Tenant/Occupant

Amount still held by Office of Rental Bonds:

What is the dispute about? Please set out a brief history of the dispute (attach page if insufficient space)

Orders sought. Please describe the orders you want ACAT to make including the details of any amounts that you want paid to you

Availability

Please indicate times or dates that you or your representative may not be available for any conciliation process or hearing.

Please complete the attached Checklist for Applicants prior to lodgement with ACAT.

The applicant certifies that the respondent address details provided in this application are the most current available to the applicant and believes that service of documents to this address will most likely result in the respondent receiving them.

Signature of applicant/applicant's representative:

Name of applicant/applicant's representative:

(Any representative who is not a lawyer must be properly authorised
by Authority to Act for a Corporation or Power of Attorney)

Date:

Checklist for Applicants

Lodgement of an Application for the Resolution of a Dispute under the *Residential Tenancies Act 1997*

- Application for the Resolution of a Dispute* form (available at www.acat.act.gov.au) has been correctly filled out including:
 - Applicant's name and full contact details, including email address are completed
 - Respondent's name and full current postal address are completed
 - Details of rental address or address in dispute is provided
 - The nature of the dispute is clearly identified
 - Times and dates that you or your representative may not be available for any conciliation process or hearing advised
 - Form is signed and dated by the applicant or the applicant's authorised representative
- If applicable, where substitute service to the respondent's email address rather than their postal address is required, completed *Application for Interim and Other Orders* form (available at www.acat.act.gov.au) is attached.
- A copy of the tenancy or occupancy agreement is attached (must be provided for all applications).
- If applicable, Power of Attorney or Authority to Act for a Corporation form has been completed (available at www.acat.act.gov.au) to be filed with the application. Any representative who is not a lawyer must be properly authorised.
- Copies of relevant documents that you will rely on for your application are attached. Examples may include:
 - Notice to Remedy
 - Notice to Vacate
 - Correspondence between parties
 - Complete rental records showing rental payment history, amount owing, daily accrual rate
 - Bond Lodgement Form
 - Condition report and final inspection reports
 - Receipts, invoices and/or quotes
 - Particulars of financial loss
- The correct number of copies have been prepared ready to accompany the original application at lodgement: **one for each party and one for the Tribunal.**
- Correct lodgement fee is ready to be provided with application. The ACAT accepts cash, bank cheque and credit card payments over the counter, and bank cheque or money order via post. Information on fees payable is available at www.acat.act.gov.au.
- If applicable, completed *Request About Payment of Fees* form, if you believe that the payment of fees will cause hardship and you wish to apply for a waiver or deferral of fees. Information on fee waivers is available at www.acat.act.gov.au.