

## APPLICATIONS UNDER RESIDENTIAL TENANCIES ACT 1997- CHECKLIST FOR LESSORS

- ACT Civil and Administrative Tribunal application form completed in full.
- Copy of the Tenancy Agreement along with any additional clauses.
- A Statement of Particulars in support of your application.

### APPLICATIONS BY LESSOR/S

#### **TERMINATION AND POSSESSION ORDERS**

- Copy of notice to remedy and notice to vacate.
- Proof of service of these notices.

#### **NON PAYMENT OF RENT**

- Complete Rent Records – showing rent payment history, amount owing and daily accrual rate.
- Method of calculating rent owing.
- Details relating to any claim for hardship.

#### **OTHER BREACH**

- Particulars of breach.
- Letters from Body Corporate (if any)

#### **COMPENSATION CLAIM**

##### **DAMAGES**

- Bond Lodgment form
- Condition report and final inspection report
- Receipts/Invoices/Quotes
- Photographs/videos/statements.

##### **RENTAL ARREARS**

- Complete rent records – showing rental payment history, amount owing and daily accrual rate.

##### **EARLY VACATION BY TENANT**

- Copy of Notice of Intention to Vacate
- Date that the premises was re-let
- Particulars of attempts to re-let premises
- Particulars of financial loss (eg. Newspaper ads)

**PLEASE NOTE:** When lodging an application, the Tribunal requires your application along with a copy for each respondent and one for yourselves at the time of lodgement. A copy of the application will be forwarded to the respondent, so any confidential information should not be included.