

Response – Resolution of a Dispute under the *Residential Tenancies Act 1997*

DO NOT MAKE PAYMENTS TO ACAT FOR THIS RESPONSE (EXCEPT FOR THE FILING FEE IF YOU ARE LODGING A COUNTER CLAIM)

ACAT File Number:

RT

Applicant/s Name:

Respondent/s Name:

RESPONDENT'S CONTACT DETAILS

(for multiple respondents attach details on a separate page)

Address:

If a corporation:

ACN/ABN:

**Address of registered
officer/public officer:**

Preferred phone:

Alternate phone:

Email:

RESPONDENT'S REPRESENTATIVES DETAILS (IF ANY)

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

Name:

Address:

Preferred phone:

Alternate phone:

Email:

RESPONSE TO APPLICATION

Please indicate your response: Accept application in full (complete section A)

Dispute application (complete section B)

Counter claim (complete section C)

- Amount of claim

RESPONSE TO APPLICATION

Complete Section A *or* Section B (please attach page if insufficient space):

Section A. I accept the application in full and agree to the following orders:

OR

Section B. I dispute the application on the following grounds:

Section C. Counter Claim (note a filing fee is payable for a counter claim)

Complete both parts below (please attach page if insufficient space):

What is the counter claim about? *Please state a brief history of the dispute*

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

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

**Signature of respondent or
respondent's representative:**

**Name of respondent or
respondent'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 Respondents

Resolution of a Dispute under the *Residential Tenancies Act 1997*

- Response - Resolution Of A Dispute Under The Residential Tenancies Act 1997* form (available at www.acat.act.gov.au) has been correctly filled out including:
 - Respondent's name and full contact details, including postal and email address are completed
 - Details of rental address or address in dispute is provided
 - Form is signed and dated by the respondent or the respondent's authorised representative
 - ACAT reference number is quoted. This can be found at the top right hand of your Notice of Hearing and will start with the letters "RT"
 - Grounds for disputing the claims made against you are outlined
 - If you are also making a counter claim, the grounds of the counter claim and any set off are outlined

- Form is submitted to the ACAT before the deadline outlined in the Notice of Hearing.

- 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.

- If a counter claim is being lodged:
 - The nature of the dispute is clearly identified
 - 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 if a counter claim is being lodged. 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.