

## 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)

Name:

Note: include details of all Applicants

Postal address:

Are you the: Lessor  Grantor  OR Tenant  Occupant  Other

Preferred phone number:

Alternate phone number:

Email:

Note: ACAT will use these contact details to communicate with you.

### APPLICANT'S REPRESENTATIVE CONTACT DETAILS (if any)

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

Name:

Postal address:

Preferred phone number:

Alternate phone number:

Email:

Note: ACAT will use these contact details to communicate with you.

### RESPONDENT'S CONTACT DETAILS

(for multiple Respondents attach details on a separate page)

Name:

Note – include details of all Respondents

Postal address:

Is the Respondent the: Lessor  Grantor  OR Tenant  Occupant

Preferred phone number:

Alternate phone number:

Email:

Note: ACAT will use these contact details to communicate with the Respondent.

## ADDRESS OF THE RENTAL/OCCUPANCY PREMISES

### 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 for breach of tenancy or occupancy agreement.
- Order for access to the premises.
- Order about rental rate increase.
- Order about a special or minor modification.
- Order about keeping an animal on 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                            | <input style="width: 150px;" type="text"/> |                 |                                    |
| Was the bond lodged with ACT Rental Bonds | YES <input type="checkbox"/>               | NO              | NOT KNOWN <input type="checkbox"/> |
| If yes, what is the rental bond number?   | <input style="width: 200px;" type="text"/> |                 |                                    |
| Has the bond been released?               | YES <input type="checkbox"/>               | NO              | PART <input type="checkbox"/>      |
| If yes, to whom?                          | Lessor/Grantor <input type="checkbox"/>    | Tenant/Occupant |                                    |
| Amount still held by ACT Rental Bonds:    | <input style="width: 200px;" type="text"/> |                 |                                    |

### PREVIOUS APPLICATIONS

Have any previous *Applications for Resolution of a Dispute under the Residential Tenancies Act 1997* been made to ACAT for this tenancy only?

YES                      NO                      NOT KNOWN

If yes, what is the ACAT file number (if known)? RT

What date was the application lodged?

If more than one application has been made, list the date each application was lodged and the ACAT file number if known.

**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 tell us any dates in the next 14 weeks that you or your representative are **not** able to attend the ACAT.

**Interpreter**

Do you or your representative need an interpreter? YES  NO

If yes, what language and dialect?

The Applicant certifies that the contact details provided for the Respondent/s are the most current available to the Applicant, and believes that the Respondent will receive documents sent to this address

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:

Please complete the attached Checklist for Applicants before lodging this form with ACAT.

## Checklist for Applicants

### Lodgment of an Application for Resolution of a Dispute Under the *Residential Tenancies Act 1997*:

- If urgent, completed Application for Interim or Other Orders form is lodged which sets out that the application is urgent and why.
- A copy of the tenancy or occupancy agreement is attached (if written).
- If applicable, Power of Attorney or Authority to Act for a Corporation form has been completed (available at [www.acat.act.gov.au](http://www.acat.act.gov.au)) to be lodged with the application. Any representative who is not a lawyer must be properly authorised.
- Attach copies of relevant documents that you will rely on for your application are attached. Examples may include:
  - Notice to Remedy
  - Notice to Vacate/Terminate
  - Correspondence between parties
  - Rental records
  - Bond lodgment forms or receipts.
  - Condition report and final inspection report
  - Receipts, invoices and/or quotes
  - Documents that set out financial loss
- The correct number of copies have been prepared ready to accompany the original application at lodgment: one for each party and one for the ACAT.
- The correct lodgment 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](http://www.acat.act.gov.au).
- Complete a *Request for Exemption from Paying Fees* form, if you are:
  - named on a Commonwealth issued Health Care Card, Low Income Health Care Card or Pensioner Concession Card; or
  - represented by Legal Aid, Aboriginal Legal Services (NSW/ACT) Ltd, or Canberra Community Law Ltd, including Street Law and the Women's Legal Centre (ACT and Region) Inc.
- Complete a *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](http://www.acat.act.gov.au).

## Advice to Applicants

1. The contact details provided will be used by ACAT to communicate with you. You should ensure your mail, telephone and email are secure and that you check them regularly for information about your matter.
2. After this form is lodged, ACAT will advise the parties of the next steps.