

Checklist for Applicants

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

- %o If urgent, completed Application for Interim or Other Orders form is lodged which sets out that the application is urgent and why.
- %o A copy of the tenancy or occupancy agreement is attached (if written).
- %o 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 lodged with the application. Any representative who is not a lawyer must be properly authorised.
- %o 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 or security deposit lodgement forms or receipts.
 - Condition report and final inspection report
 - Receipts, invoices and/or quotes
 - Documents that set out financial loss
 - For a co-tenancy:
 - Written notice seeking consent to leave a co-tenancy
 - Written notice seeking consent for a new person to become a co-tenant
 - Lessor's written reasons for refusing consent to become a co-tenant
- %o The correct number of copies have been prepared ready to accompany the original application at lodgement: one for each party and one for the ACAT.
- %o The 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.
- %o Complete a Request for Exemption from Paying 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.

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.