



Residential Tenancies Fact Sheet 1

APPLICATIONS TO THE RESIDENTIAL TENANCIES TRIBUNAL - FORM 7

A Form 7 application can be lodged by a landlord/agent, tenant, rooming house proprietor, or resident who wishes to have a matter heard and determined by the Residential Tenancies Tribunal. The Form 7 must be accompanied by a \$35 fee. When completing a Form 7, take note of the following:

In PART 4 of the Form 7 you must clearly state what order/s you are seeking. It is important to include all orders sought, as what you ask for in part 4 is the only matter the Tribunal will hear and determine at the hearing.

- If your total claim is equal to or less than the bond, in part 4 write that you are seeking part bond refund of \$X, or full bond refund of \$X.
- If your total claim amounts to more than the bond, in part 4 write that you are seeking full bond refund of \$X plus compensation of \$X (*compensation is the amount claimed above the bond*).

In PART 5 of the Form 7 you must include a complete list of claims, clearly set out and quantified. If there is insufficient space you may refer to, and attach a single page which clearly sets out your list of claims (*See example on page 2*).

- Each item listed on your list of claims must include the total dollar amount you wish to claim.
- As proof of each amount claimed, you must attach a copy of all supporting documentation to your Form 7 and take the original documents to the hearing.

DOCUMENTS REQUIRED WITH VACANT POSSESSION APPLICATIONS:

- Notice of termination;
- Tenancy agreement, including any extensions;
- Bond receipt;
- Rent records for the entire tenancy, including rental increases. (*See Fact Sheet 3 for further information*);
- Evidence of proof of service of notice of termination, where the person attending the hearing did not personally post or serve the notice (if posted by a real estate agency, a copy of the relevant page of the postage book);
- If you are a housing association - a copy of any current exemption your association holds.

DOCUMENTS REQUIRED WITH BOND OR COMPENSATION APPLICATIONS:

- Any of the documents listed above that may be relevant to your claim;
- Inspection sheet completed at the beginning and end of the tenancy;
- Invoices, quotes or receipts from tradespeople employed for cleaning or repairs;
- Inventory of work carried out, number of hours personally worked on repairs or cleaning, plus materials purchased;
- Advertising account (if a fixed term agreement and the premises were abandoned);
- New tenancy agreement (if a fixed term agreement and the premises were abandoned and the premises have been relet);
- Photographs (hard copies), CD/DVD or video;
- Any other documentation you consider may be relevant.

EXAMPLE LIST OF CLAIMS

Claim	Amount	Supporting documentation
Rent arrears	\$X	Rent records for the entire tenancy, lease agreement/s, extension/s and rental increases.
Water usage	\$X	Invoice, or calculations based on meter readings.
Cleaning	\$X	Invoice, or an inventory of the work carried out and calculations based on time spent*, plus materials purchased, plus ingoing and outgoing inspection sheets.
Carpet cleaning	\$X	Invoice, or calculations based on time spent*, plus materials purchased, plus ingoing and outgoing inspection sheets.
Rubbish removal	\$X	Invoice, or an inventory of the work carried out and calculations based on time spent*, plus materials purchased, plus ingoing and outgoing inspection sheets, photos (hard copies), CD/DVD or video.
Repair/s	\$X	Invoice, or an inventory of the work carried out and calculations based on time spent*, plus materials purchased, plus ingoing and outgoing inspection sheets, photos (hard copies), CD/DVD or video.
Gardening	\$X	Invoice, or an inventory of the work carried out and calculations based on time spent*, plus materials purchased, plus ingoing and outgoing inspection sheets, photos (hard copies), CD/DVD or video.
Any other claim/s	\$X	Documentation/receipts to support the amount being claimed.
TOTAL CLAIM:	\$X (total of all the above)	<i>All your claims added together should amount to your total claim. This will provide both the respondent and Tribunal with a clear indication of the claim.</i>

* As from 8 June 2010 the hourly rate is \$20.70.

If you have any questions about this fact sheet, contact the advice section of the Tenancies Branch at Level 1, 91-97 Grenfell Street, Adelaide. Ph: (08) 8204 9544; Fax (08) 8204 9570