



Residential Tenancies Fact Sheet 1

APPLICATIONS TO THE RESIDENTIAL TENANCIES TRIBUNAL FORM 7

To facilitate the determination of your application, please take note of the following:

Applications should clearly state what orders are sought (eg vacant possession, refund of security bond, compensation). If more than one order is being sought (eg vacant possession and payment of rent arrears), please include them on the application.

Include a complete list of claims, clearly set out and quantified on the application form.

Submit a copy of documents with your application. The original documents should be brought to the hearing.

DOCUMENTS REQUIRED WITH VACANT POSSESSION APPLICATIONS:

- Notice of termination (*Form 2 or 3*);
- Residential tenancy agreement, including any extension or assignment to the original agreement;
- Bond receipt;
- Rent records for the length of the tenancy. (*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 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;
- Quotes or receipts from tradespeople employed for cleaning or repairs;
- Receipts for goods purchased;
- Number of hours personally worked on repairs or cleaning, and total amount claimed;
- 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 (if applicable);
- Any other documentation you consider may be relevant.

If you have any questions or doubts 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