

8. List all CTTT reference numbers

For previous applications involving the same dispute

9. Are there any exceptional circumstances

That would stop you from attending a hearing in the next 7 to 28 days? Provide details

10. What order/s do you want?

Time limits apply for certain applications. Refer to pages 3 to 6 for information about the kinds of orders which the CTTT can make.

11. What are your reasons for requesting the above order/s?

This application and attachments will be forwarded to the other party. You must describe why you are asking for the order so that the other party can be prepared for the hearing. If you do not provide this information your application may be dismissed or adjourned to a later date. Additional information may be attached to this application form.

12. Your Name/s *(Please print)*

Your Signature/s

Date

When you attend a hearing you should bring the original tenancy agreement, notice of termination, rent records including rent receipts where available, notices of rent increases, any authority if you seek to represent a party and other relevant documents eg condition report/s.

Fee details: A fee must be paid with an application. Refer to the separate fee schedule. You may claim a concession and pay a fee of \$5.00 if you receive a Government pension, social security or education benefit, or hold a Seniors Card. If so, enclose a photocopy of your current pension or benefit card or Austudy advice. If this fee is payable and it is not paid, the application may be dismissed. Please make cheques payable to: Consumer, Trader and Tenancy Tribunal.

Return this request form to: Registrar, Consumer, Trader and Tenancy Tribunal

For all CTTT Registry Offices: Telephone: 1300 135 399 Facsimile: 1300 135 247 Website: www.cttt.nsw.gov.au

<p>Sydney Registry Level 12, 175 Castlereagh Street Sydney NSW 2000 GPO Box 4005, Sydney NSW 2001</p>	<p>Parramatta Registry Level 2, 10 Valentine Street Parramatta NSW 2150 PO Box 4117, Parramatta NSW 2124</p>	<p>Penrith Registry Ground Floor, Cnr Belmore & Station Sts Penrith NSW 2750 PO Box 988, Penrith NSW 2751</p>	<p>Hurstville Registry Level 3, 4 - 8 Woodville Street Hurstville NSW 2220 PO Box 148, Hurstville BC NSW 1481</p>
<p>Liverpool Registry Level 3, 33 Moore Street Liverpool NSW 2170 PO Box 723, Liverpool BC NSW 1871</p>	<p>Wollongong Registry Level 3, 43 Burelli Street Wollongong NSW 2500 PO Box 319, Wollongong NSW 2520</p>	<p>Tamworth Registry Suite 3 - 5, Kable Korner Complex Cnr Kable Ave & Darling St PO Box 1003, Tamworth NSW 2340</p>	<p>Newcastle Registry Level 1, 175 Scott Street Newcastle NSW 2300 PO Box 792, Newcastle NSW 2300</p>

Please read this information before completing the application form

An application should request at least one of the orders below. Refer to the section of the *Residential Tenancies Act 1987* as outlined below.

APPLICATIONS - under the Residential Tenancies Act 1987

Orders about broken term of tenancy agreement			
Section	Orders the CTTT can make	Who can apply?	Information, documents or details required
16	An order to stop breaking the tenancy agreement <i>Time limit: within 30 days of becoming aware of the breach</i>	• Landlord or tenant	Full details of the terms of the agreement which were broken
16	An order to carry out a term of the agreement <i>Time limit: within 30 days of becoming aware of the breach</i>	• Landlord or tenant	Full details of the terms of the agreement which have been broken
16	An order to do work or take steps to make good any broken terms of the tenancy agreement <i>Time limit: within 30 days of becoming aware of the breach</i>	• Landlord or tenant	Full details of the terms of the agreement which have been broken
16	An order to pay \$ (insert full amount sought) as compensation or for some other reason <i>Time limit: within 30 days of becoming aware of the breach</i>	• Landlord or tenant	Details of why the CTTT should order payment to you and the individual amounts and particulars
16	An order to pay all or part of the rent into the CTTT until the whole or part of the tenancy agreement has been carried out or the CTTT has decided on an application for compensation <i>Time limit: within 30 days of becoming aware of the breach</i>	• Tenant only	Detail why the rent should be paid to the CTTT
16	An order to allow rent paid into the CTTT to go toward the costs of making good any broken conditions of the tenancy agreement, or towards payment of any compensation orders <i>Time limit: within 30 days of becoming aware of the breach</i>	• Tenant only	Details of why the CTTT should use rent paid towards making good terms of the agreement or compensation
16	An order that the tenant pay rent in accordance with the tenancy agreement <i>Time limit: within 30 days of becoming aware of the breach</i>	• Landlord only	Details of any arrears
16	An order the tenant pay for water charges (s19A)	• Landlord only	Full details of unpaid water used by tenant
16	An order that the tenant pay a previous or current existing debt (s19B)	• Landlord only	Full details of the amount of the debt
16	An order that the tenant abide by s23 (use of premises) <i>Time limit: within 30 days of becoming aware of the breach</i>	• Landlord only	Full details of the breach
16	An order that the tenant abide by an Acceptable Behaviour Agreement (s35A)	• Landlord only	Detail the terms of the Acceptable Behaviour Agreement and how it has been breached
16	An order that the tenant who uses communal facilities pay for consumption of gas or electricity and/or cleaning of facilities <i>Time limit: within 30 days of becoming aware of the breach</i>	• Landlord only	Detail the terms of the Agreement that has been breached and the amount of the debt
Orders about locks and access to premises			
Section	Orders the CTTT can make	Who can apply?	Information, documents or details required
24	An order to allow the landlord or some other person to enter the premises	• Landlord only	Detail why this order is necessary and when you require access
24	An order to allow the landlord or some other person to enter the premises to determine whether the tenant has broken the terms of the agreement about use of the premises	• Landlord only	State why you or this other person needs to enter the premises
29	An order to allow a lock or security device to be changed or removed or added	• Landlord or tenant	Detail why this order is necessary and what changes you want made
29	An order to allow you to refuse to give the landlord or tenant a copy of the key or any other opening device or information	• Landlord or tenant	Detail why this order is necessary and what changes you want made
29	An order to make the landlord or tenant give you a copy of a key or any other opening device or information	• Landlord or tenant	Detail why this order is necessary

APPLICATIONS - under the Residential Tenancies Act 1987

Orders about recognition as a tenant

Section	Orders the CTTT can make	Who can apply?	Information, documents or details required
35	An order to recognise you as a tenant <i>Note: Application should be lodged before the tenancy agreement has been terminated</i>	<ul style="list-style-type: none"> Occupant only 	State whether you were living in the premises when the tenant died or left (one must be applicable).
35	An order to allow you to become a party to a hearing by the CTTT	<ul style="list-style-type: none"> Occupant only 	State why the CTTT should make this order.
35 or 76	An order to give you tenancy over the premises <i>Time limit: within reasonable time of being given notice of termination proceedings or recovery of premises</i>	<ul style="list-style-type: none"> Occupant only 	State if you were a tenant or former tenant when legal proceedings were started by someone (who was not your landlord) to claim possession of the premises or state whether there are special reasons why the tenancy should be given to you and give details of these special reasons.

Orders about excessive rent or rent increase

Section	Orders the CTTT can make	Who can apply?	Information, documents or details required
45A	An order directing the refund of overpaid rent on the ground that the rent increase was not duly notified under s45 <i>Time limit: no later than 12 months after notice of rent increase</i>	<ul style="list-style-type: none"> Tenant only 	Provide copy of notice of increase (if any) and rent records.
46	An order that a rent increase is excessive <i>Time limit: within 30 days of being given notice of rent increase</i> <i>Note: You may not be able to seek this order if you receive a rental subsidy. If your subsidy is cancelled you may then apply under s47A (see below)</i>	<ul style="list-style-type: none"> Tenant only 	<p>You must provide evidence of the general market level of rent for the same kind of premises in the same or similar area. You may also include:</p> <ul style="list-style-type: none"> the state of repair and general condition of the premises the accommodation and amenities provided with the premises the value and quality of the fittings, appliances or other goods with the premises the value of the premises and any work which you have done to the premises which the landlord agreed to the amount of money the landlord must pay under the tenancy agreement (eg water & council rates) Any other reasons (give details)
47	An order that the current rent is excessive because goods, services or facilities provided with the premises have been reduced or withdrawn	<ul style="list-style-type: none"> Tenant only 	Detail goods, services or facilities the landlord has reduced or withdrawn and the date this occurred.
47A	An order that the current rent is excessive. This provision only applies where a rental subsidy has been cancelled. <i>Time limit: within 30 days of being given notice of cancellation of rent subsidy</i>	<ul style="list-style-type: none"> Tenant only 	State when your rental rebate was cancelled.

Orders about ending the tenancy agreement

Section	Orders the CTTT can make	Who can apply?	Information, documents or details required
64	An order ending the tenancy agreement and taking possession of the premises because the premises are being sold <i>Time limit: apply within 30 days of the date of vacant possession specified in the notice of termination</i>	<ul style="list-style-type: none"> Landlord only 	State the date you gave the tenant notice of termination (if applicable) and detail why the order should be made.
64	An order ending the tenancy agreement where the agreement has been frustrated (other than for a breach of the agreement) <i>Note: the application should be lodged on issue of the notice of termination</i>	<ul style="list-style-type: none"> Landlord or tenant 	<p>State the date you gave notice of termination and detail why the order should be made, for example:</p> <ul style="list-style-type: none"> the premises have been destroyed the premises are uninhabitable the premises are no longer usable as a residence the premises have been acquired by an authority.
64	An order ending the tenancy agreement due to rent arrears <i>Time limit: apply within 30 days of the date of vacant possession specified in the notice of termination</i>	<ul style="list-style-type: none"> Landlord only 	State the date you gave the tenant notice of termination. Detail the amount owed and period of arrears.
64	An order ending the tenancy agreement due to a breach of the agreement (other than rent) <i>Time limit: apply within 30 days of the date of vacant possession specified in the notice of termination</i>	<ul style="list-style-type: none"> Landlord or tenant 	State the date you gave notice of termination and detail the breach.
64	An order ending the tenancy agreement due to unpaid water charges (s19A)	<ul style="list-style-type: none"> Landlord only 	Detail the amount owed and the period of the arrears.

APPLICATIONS - under the Residential Tenancies Act 1987

Orders about ending the tenancy agreement (continued)

Section	Orders the CTTT can make	Who can apply?	Information, documents or details required
64	An order ending the tenancy agreement due to the tenant not paying a previous or currently existing debt (s19B)	• Landlord only	Detail the amount the tenant owes and the period of the arrears.
64	An order ending the tenancy due to a breach of s23 (use of premises) <i>Time limit: apply within 30 days of the date of vacant possession specified in the notice of termination</i>	• Landlord only	Detail the breach, including the alleged damage to the premises.
64	An order ending the tenancy agreement due to the tenant failing to abide by or refusing to enter into an Acceptable Behaviour Agreement (s35A)	• Landlord only	Detail the terms of the Acceptable Behaviour Agreement and how it has been breached.
64	An order ending the tenancy agreement because the tenant is no longer eligible for social housing (s63)	• Landlord only	Details of how/why the tenant is no longer eligible for social housing.
64	An order ending the tenancy agreement because the tenant was offered and refused alternative premises (s63)	• Landlord only	Detail the offer of alternative premises.
64	An order ending the tenancy agreement because the tenant who uses communal facilities has failed to pay for gas or electricity and/or cleaning of communal facilities <i>Time limit: apply within 30 days of the date of vacant possession specified in the notice of termination</i>	• Landlord only	Detail the term of the tenancy agreement the tenant has broken.
64	An order ending the tenancy agreement without any grounds <i>Time limit for landlords: apply within 60 days of the date of vacant possession specified in the notice of termination</i> <i>Time limit for tenants: apply within 21 days of the date of vacant possession specified in the notice of termination</i>	• Landlord or tenant	State the date you gave notice of termination (if applicable) and why the order should be made.
68	An order ending the tenancy agreement and taking possession of the premises where the tenant has or is likely to cause serious damage to the premises or injure persons	• Landlord only	Detail how the tenant has, or is likely to, intentionally or recklessly cause or permit serious damage to the premises or injury to the landlord, the landlord's agent or any person in occupation or permitted on adjoining or adjacent premises.
68A	An order ending the tenancy agreement and taking possession of the premises where the tenant has seriously or persistently threatened or abused Housing NSW staff	• Landlord only	Give details of the threatening or abusive behaviour.
69 or 69A	An order ending the tenancy agreement based on hardship	• Landlord or tenant	Detail how you would suffer undue hardship if the agreement was not terminated
70	An order ending the tenancy agreement because the landlord has broken it	• Tenant only	State the date you gave notice of termination (if applicable). Detail what term the landlord has broken, including the special circumstances which justify the agreement being ended.

Orders about compensation for not complying with a CTTT order for possession

Section	Orders the CTTT can make	Who can apply?	Information, documents or details required
74	An order that the tenant pay the landlord \$ (insert full amount sought) as compensation for losses because the tenant did not obey an order for possession made on a certain date <i>Time limit: 30 days after the day on which the order for possession took effect</i>	• Landlord only	Detail the separate amounts of losses you have suffered and specify the date of the possession order.
74	An order that the tenant pay the landlord an occupation fee of \$ (insert full amount sought) for the time the tenants stays in the premises after the tenancy agreement is terminated <i>Time limit: 30 days after the day on which the order for possession took effect</i>	• Landlord only	Detail the separate amounts of losses you have suffered and specify the date of the possession order.

Orders about abandoned premises and goods

Section	Orders the CTTT can make	Who can apply?	Information, documents or details required
77	An order that the premises have been abandoned from a certain date	• Landlord only	State why you think the premises have been abandoned and specify the abandonment date.
78	An order that the tenant must pay you \$ (insert full amount sought) as compensation for any loss (including rent) caused by the tenant abandoning the premises	• Landlord only	List the amounts of money you have lost or paid out (or except to lose or pay out) as a result of the premises being abandoned.

APPLICATIONS - under the Residential Tenancies Act 1987

Orders about abandoned premises and goods (continued)

Section	Orders the CTTT can make	Who can apply?	Information, documents or details required
79	An order to allow you to remove, destroy or dispose of abandoned goods <i>Time limit: apply within 28 days after the date on which the landlord gained possession of the premises</i>	• Landlord only	Detail the abandoned goods and what you propose to do with the goods.
79	An order to allow you to sell abandoned goods <i>Time limit: apply within 28 days after the date on which the landlord gained possession of the premises</i>	• Landlord only	State why you believe the goods are abandoned.
79A	An order for the delivery of the goods to the tenant or into another person's possession <i>Time limit: apply within 28 days after the date on which the landlord gained possession of the premises</i>	• Landlord, tenant or other person	Detail the goods (not abandoned) by tenant.

Orders about claim for rental bond

Section	Orders the CTTT can make	Who can apply?	Information, documents or details required
83(3)	An order to pay the rental bond (or part of the bond) to you	• Landlord or tenant	State the amount and details of each item claimed with reasons why you should be paid the rental bond or part of it. Please indicate if the was bond was not lodged with the Office of Fair Trading or was paid out.

Note: you should also notify the Office of Fair Trading in writing if you apply to the CTTT about a rental bond

Other orders

Section	Orders the CTTT can make	Who can apply?	Information, documents or details required
9	An order that terms added to the tenancy agreement do not agree with the standard form	• Landlord or tenant	State which part or parts of the standard form the term does not agree with.
10	An order that terms added to the tenancy agreement do not agree with the Act.	• Landlord or tenant	State which part or parts of the Act the term does not agree with.
14	An order to change the terms of the tenancy agreement so it can continue after the end of the fixed term	• Landlord or tenant	State the date the tenancy ends, what changes you want and why they should be made.
81 (CTTT Act 2001)	An order to allow you more time to take action under the <i>Residential Tenancies Act 1987</i> for the number of days you are seeking	• Landlord or tenant	Full reasons for asking for more time, especially why you did not apply earlier.

Getting help with your application

LANDLORDS & TENANTS

Office of Fair Trading ☎ 13 32 20 🌐 www.fairtrading.nsw.gov.au

Aboriginal: 13 32 20 or freecall 1800 500 330

TTY Telephone service for the hearing impaired: 1300 723 404

Fair Trading Centres ☎ 13 32 20

Albury
Armidale
Bathurst
Blacktown
Broken Hill
Coffs Harbour

Dubbo
Gosford
Goulburn
Grafton
Hurstville
Lismore

Liverpool
Newcastle
Orange
Parramatta
Penrith
Port Macquarie

Queanbeyan
Sydney
Tamworth
Tweed Heads
Wagga Wagga
Wollongong

Information for Non-English Speaking People

If you need interpreting or translating help, telephone the Translating and Interpreting Service (TIS) office in your State. Telephone interpreting is available 24 hours a day, 7 days a week on 131 450. The translation service operates during business hours.

ARABIC

إذا كنت بحاجة للمساعدة في الترجمة الشفهية أو الكتابية، اتصل بمكتب خدمة الترجمة الكتابية و الشفهية (TIS) في الولاية حيث تقم. تتوافر الترجمة الشفهية على الهاتف 131450. 24 ساعة في اليوم 7 أيام في الأسبوع ساعات العمل للخدمات في الترجمة الكتابية خلال ساعات الدوام.

CHINESE

如果您需要口譯或筆譯服務，請打電話給您所在州的翻譯服務處（TIS）。電話口譯每週 7 天，每天 24 小時提供服務，電話號碼 13 1450。筆譯服務僅在辦公時間內提供。

CROATIAN

Ako su Vam potrebne usluge tumača ili prevoditelja, nazovite Službu za prevodenje i tumačenje (TIS) u Vašoj državi. Telefonska prevodilačka služba stoji Vam na usluzi 24 četiri sata dnevno. 7 dana u tjednu ako nazovete 13 1450. Služba pismenog prevodenja na usluzi Vam je za vrijeme redovnog radnog vremena.

GREEK

Εάν χρειάζεστε εξυπηρέτηση από διερμηνέα ή μεταφραστή, τηλεφωνήσατε στο γραφείο Μεταφραστών και Διερμηνέων (TIS) στην Πολιτεία σας. Η υπηρεσία διερμηνέων μέσω τηλεφώνου διατίθεται 24 ώρες την ημέρα, 7 μέρες την εβδομάδα στον αριθμό 13 1450. Η υπηρεσία μεταφραστών λειτουργεί κατά τις κανονικές ώρες εργασίας.

INDONESIAN

Sekiranya anda memerlukan bantuan penerjemah lisan (juru bahasa), silahkan menelepon Kantor di negara bagian anda. Pelayanan penerjemahan lisan melalui telepon tersedia selama 24 jam 7 hari seminggu pada nomor 13 1450. Pelayanan penerjemah bahan tertulis tersedia selama jam-jam kerja.

ITALIAN

Per ottenere l'aiuto di un interprete o di un traduttore telefona al servizio traduzioni e interpreti (TIS) nel tuo stato di residenza. Per avvalerti di un interprete puoi telefonare al numero 13 1450. 24 ore al giorno, 7 giorni la settimana. Il servizio traduzioni opera durante il normale orario di ufficio.

JAPANESE

通訳や翻訳のサービスが必要な方は、今いらっしゃる州の通訳、翻訳サービス(TIS)に連絡してください。電話通訳サービスは週日、週末を問わず、24時間いつでも利用できます。電話番号は13 14 50です。翻訳サービスはビジネス時間に受け付けています。

KOREAN

만약 당신이 통역이나 번역의 도움이 필요하시면 주정부의 「번역 및 통역 서비스」(TIS)가관에 전화하십시오. 전화번호 131 450으로 거시면 하루 24시간 주 7일 전화통역이 가능하며 번역서비스는 비즈니스 시간 동안 운영됩니다.

LAO

ຖ້າວ່າທ່ານຕ້ອງການຄວາມຊ່ວຍເຫຼືອ(ຮ້ອງນາຍພາສາ ຫຼືວ່າການແປໜັງສື, ໂທລະສັບສາທິດການບໍລິການນາຍພາສາແລະການແປໜັງສື (TIS) ປູຊັດ ຂອງທ່ານ ນາຍພາສາທາງໂທລະສັບມີໄວ້ຮັບໃຊ້ 24 ຊົ່ວໂມງຕໍ່ມື້, 7 ມື້ຕໍ່ ອາທິດການນຳເບີ 131 450 ບໍລິການແປໜັງສືເປີດຍາມໂມງເຮັດວຽກ

MACEDONIAN

Ako vi e potrebna pismena ili usmena prevodувачка помош, телефонирајте во канцеларијата за писмени и усмени преводувачки услуги (TIS) во вашата држава. Преводување преку телефон стои на располагање 24 часа во денот, седум дена во неделата на број 13 1450. Писмената преводувачка служба работи во нормално бизнисно работно време.

PORTUGUESE

Se necessita de ajuda para interpretação ou tradução, telefone ao escritório do Serviço de Intérpretes e Tradutores (TIS) no seu Estado. Pode obter um Intérprete pelo telefone 24 horas por dia, 7 dias por semana ligando para 13 1450. O serviço de traduções funciona durante as horas de expediente.

RUSSIAN

Если Вам требуются услуги устного или письменного переводчика, позвоните в Переводческую Службу (TIS) в вашем штате. Перевод по телефону предоставляется круглосуточно 7 дней в неделю по номеру 13 1450. Служба письменного перевода работает в обычные часы работы учреждений.

SERBIAN

Ako su Vam potrebne usmene ili pismene prevodilačke usluge, obratite se telefonom Službi za usmeno i pismeno prevodjenje (TIS) u svojoj državi. Telefonske prevodilačke usluge su na raspolaganju 24 sata svakog dana na telefon 13 1450. Pismeno prevodjenje se vrши u toku normalnog radnog vremena.

SPANISH

Si necesita asistencia en materia de interpretación o traducción sírvase llamar al Servicio de Traducción e Interpretación (TIS) en su estado. El servicio telefónico de interpretación opera las 24 horas del día, 7 días a la semana en el teléfono 13 1450. El servicio de traducción está abierto durante horas de oficina.

TURKISH

Yazılı veya sözlü çevirmenliğe gerek duyuyorsanız, eyaletinizdeki Yazılı ve Sözlü Çeviri Servisine (TIS e) telefon ediniz. Telefonda çeviri, günün 24 saatinde ve haftada 7 gün, 13 1450 numarada mevcuttur. Yazılı Çeviri Servisi çalışma saatleri içinde faaliyet gösterir.

VIETNAMESE

Nếu cần được giúp đỡ về thông ngôn và phiên dịch, xin điện thoại cho Sở Thông Ngôn và Phiên Dịch (TIS) tại Tiểu Bang của quý vị. Dịch vụ thông ngôn qua điện thoại phục vụ 24 giờ mỗi ngày, 7 ngày một tuần, điện thoại số 13 1450. Dịch vụ phiên dịch chỉ hoạt động trong giờ làm việc.

This page is intentionally left blank
