

RENTAL BOND APPLICATION

Under section 83(3) of the *Residential Tenancies Act 1987*



CTTT

Consumer, Trader & Tenancy Tribunal

Important information about CTTT applications:

- Save time by lodging your CTTT application online at www.cttt.nsw.gov.au
- The CTTT publication *What happens at the Tribunal?* should be read before completing this form. This publication and other CTTT forms are available at www.cttt.nsw.gov.au or from CTTT Registry Offices.
- The CTTT fact sheet *Getting Help* lists a wide range of services in NSW that can help you with your legal questions
- A copy of this application and any attached information will be provided to the other person.

1. Address of rented premises

Postcode

2. Your Name

As shown on the residential tenancy agreement

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Your postal address:

Daytime telephone:	
Email address:	

Postcode

3. Are you

<input type="checkbox"/> The landlord	<input type="checkbox"/> The tenant
<input type="checkbox"/> The landlord's agent	<input type="checkbox"/> The tenant's agent
	<input type="checkbox"/> An occupant

4. Who is the application against?

As shown on the residential tenancy agreement

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Other party's postal address:

Daytime telephone:	
Email address:	

Postcode

5. Who is the other party?

<input type="checkbox"/> The landlord	<input type="checkbox"/> The tenant
<input type="checkbox"/> The mortgagee	<input type="checkbox"/> An occupant

6. Rental Bond Number

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7. Rental Bond Agent ID Number

If you are from a real estate agency

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8. List all CTTT reference numbers

For previous applications involving the same dispute

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9. Are there any exceptional circumstances

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

OFFICE USE ONLY:

File No:

RB

8. **Is an interpreter needed?** Yes No

What language/s?

For you
(the Applicant)

For the other person
(the Respondent)

9. **Other special needs?**

Such as hearing loop, wheelchair access etc.

10. **Type of Order**

Tick the type of order required.

- Payment of all Rental Bond including interest**
- Payment of portion of Rental Bond - state the amount you wish to claim \$ _____**
- Other Orders** (Please state the type of order - eg. payment of compensation \$)

11. **What are your reasons for requesting this order?**

Set out each item and the amount you wish to claim. 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. **Note:** You must also notify the Office of Fair Trading in writing when you lodge an application to the CTTT about a rental bond.

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 reduced fee if you receive a Government pension, social security or education benefit, or hold a Seniors Card - enclose a photocopy of your current pension or benefit card or Austudy advice. If a fee is payable and it is not paid, the application may be dismissed.

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, 2-6 Station Street 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 Korum Complex Cnr Kable Ave & Darling Street 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>