



**Important information about CTTT applications:**

- Save time by lodging your CTTT application online at [www.cttt.nsw.gov.au](http://www.cttt.nsw.gov.au)
- The CTTT brochure 'What happens at the Tribunal?' should be read before completing this form. This brochure and other CTTT forms are available at [www.cttt.nsw.gov.au](http://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 may be provided to the other person.

**1. Address of rented premises**

Postcode

**2. Are you?** *(Tick where appropriate)*

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

**3. Landlord's full name/s**

As shown on the residential tenancy agreement

**Landlord/Agent Postal address for Notices**

Daytime  
telephone

Postcode

**4. RBB Agent Code**

If you are from a real estate agency

**5. Tenant's full name/s**

As shown on the residential tenancy agreement

**Tenant's Postal address for Notices**

Daytime  
telephone

Postcode

**6. Is an interpreter needed?**

- Yes       No

**What language/s?**

For you  
*(the Applicant)*

For the other person  
*(the Respondent)*

**OFFICE USE ONLY:**

**7. Other special needs?**

Such as hearing loop, wheelchair access etc.

**8. Rental Bond Number**

**9. List all CTTT reference numbers**

For previous applications involving the same dispute

File No:



### 13. Termination Particulars

The following information is required before the application can be listed for hearing:

**Tenancy agreement:** Term:  From:  To:

Rent is \$  per (week / fortnight / month), increased by notice from \$

If rent increases were not imposed lawfully, the tenant may not be in arrears, the Notice of Termination may not be valid and the landlord may have to credit money to the tenant.

**Notice of Termination dated:**  /  /

Notice in writing  No  Yes **The answer to all the questions must be YES otherwise the application may be dismissed.**

Notice states the address of the rented premises  No  Yes

Notice signed and dated by landlord or agent  No  Yes

Notice refers tenant to agreement for statement about rights  No  Yes **You must refer to clauses in the agreement and state the grounds in words - cite the arrears.**

Notice includes grounds of the breach and particulars  No  Yes

**Notice served by post:**

Date notice posted  /  /

Date tenant deemed received Notice. *This is the SERVICE DATE.*  /  /

Was Notice served?  No  Yes

**OR**

**Notice served personally:**

Date notice given to tenant or person at premises or person who normally pays the rent. *This is the SERVICE DATE.*  /  /

Date tenant deemed received Notice (Service Date)  /  /

Was Notice served?  No  Yes

Was the tenant more than 14 days in arrears on the SERVICE DATE?  No  Yes **The tenant must be at least 14 days in arrears on the SERVICE DATE.**

Date on the Notice of Termination when possession was required  /  /

**POSTAL SERVICE DATE:**  
If Notice was posted it is deemed served after 4 working days, ie. exclude holidays. For example, if the Notice was posted on Wednesday, then the 4 days may be Thursday, Friday, Monday and Tuesday, so that the Notice is deemed served on that Tuesday (plus any public holidays in the period). Day one of the Notice is therefore Wednesday.

**A Notice cannot be left in a letterbox, pinned to a door or put under a door.**

**This date must be not less than 14 days after the SERVICE DATE.**

### 14. 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 reports.**

**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](http://www.cttt.nsw.gov.au)**

**Sydney Registry**  
Level 12, 175 Castlereagh Street  
Sydney NSW 2000  
GPO Box 4005, Sydney NSW 2001

**Liverpool Registry**  
Level 3, 33 Moore Street  
Liverpool NSW 2170  
PO Box 723, Liverpool BC NSW 1871

**Parramatta Registry**  
Level 2, 10 Valentine Street  
Parramatta NSW 2150  
PO Box 4117, Parramatta NSW 2124

**Wollongong Registry**  
Level 3, 43 Burelli Street  
Wollongong NSW 2500  
PO Box 319, Wollongong NSW 2520

**Penrith Registry**  
Ground Floor, Cnr Belmore & Station Sts  
Penrith NSW 2750  
PO Box 988, Penrith NSW 2751

**Tamworth Registry**  
Suite 3 - 5, Kable Korner Complex  
Cnr Kable Ave & Darling St  
PO Box 1003, Tamworth NSW 2340

**Hurstville Registry**  
Level 3, 4 - 8 Woodville Street  
Hurstville NSW 2220  
PO Box 148, Hurstville BC NSW 1481

**Newcastle Registry**  
Level 1, 175 Scott Street  
Newcastle NSW 2300  
PO Box 792, Newcastle NSW 2300

## 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 تقيم. تتوافر الترجمة الشفهية على الهاتف 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.