



# Rental bond application

CONSUMER AND COMMERCIAL DIVISION | TENANCY OR SOCIAL HOUSING LIST

Complete this form to apply to NCAT's Consumer and Commercial Division for orders under the *Residential Tenancies Act 2010* to resolve a rental bond dispute. Rental bond applications can also be lodged online with [NCAT Online](#).

## File Number

Office use only

## 1. RENTED PREMISES

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### A. ADDRESS OF RENTED PREMISES

Provide the address of the house or unit that is the rental property, as it appears on the residential tenancy agreement.

Address:

### B. RENTAL BOND NUMBER

### C. REAL ESTATE AGENCY DETAILS

If applicable, provide name and address of agency managing the rented premises.

Agency name:

Agency address:

### D. RELATED FILE NUMBERS

List any previous NCAT file numbers relating to the parties and the current dispute:

## 2. APPLICANT

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### A. APPLICANT TYPE

Tick the box that best describes the person lodging the application to the Tribunal.

Landlord       Tenant       Co-tenant

### B. APPLICANT'S DETAILS

Provide details of person or company applying to the Tribunal. For multiple applicants attach details on a separate sheet. For co-tenant disputes attach landlord's details on a separate sheet.

Full name:

Postal address:

Contact details: Daytime telephone

Mobile

Email address:\*

\* By providing an email address you are agreeing that any NCAT notices, orders and correspondence can be emailed to you. Ensure the email address provided is accurate and the account is checked regularly.

### 3. RESPONDENT

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#### A. RESPONDENT TYPE

Tick the box that best describes the person you are making the applicant against.

Landlord       Tenant       Co-tenant

#### B. RESPONDENT'S DETAILS

Who is the application against? Provide the respondent's name and their postal address. For multiple respondents attach details on separate sheet. If the respondent is a company or business, please attach a current business name extract or company extract from [ASIC](#).

**Full name:**

**Postal address:**

**Contact details:** Daytime telephone \_\_\_\_\_ Mobile \_\_\_\_\_

Email \_\_\_\_\_

### 4. ORDER DETAILS

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#### A. WHAT ORDERS DO YOU WANT?

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 – e.g. payment of compensation)

#### B. REASONS FOR ASKING FOR THE ORDERS?

You must explain why you are lodging this application and asking for Tribunal orders by providing as much information as possible. If the space below is insufficient you can attach additional information to this form.

## 5. HEARING

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### A. UNAVAILABLE DATES

Indicate dates you are unable to attend hearing in the next 4 weeks:

### B. SPECIAL NEEDS

Indicate whether you have any special needs such as a hearing loop or wheelchair access:

### C. INTERPRETER

Do you need an interpreter for the hearing?  Yes  No

If yes, specify language and dialect:

## 6. APPLICATION CHECKLIST

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- I have attached all other documents relevant to this application**  
Attach details of multiple applicants or respondents, or further information about the orders you are seeking. Note: A copy of this application and any attachments will be sent to the respondent.
- I have attached a recent ASIC company or business name extract**  
If the respondent a company or business, attach a current business name extract or company extract from ASIC which shows the organisation's registered name and address. Extracts can be purchased online on the [ASIC website](#).
- I have made a copy of this application for my own records**  
Before lodging your application with NCAT you must make a copy of your application for your own records.
- I have attached the application fee**  
Refer to the fee schedule on the [NCAT website](#). Credit card payments can be made by submitting a [credit card authority form](#) with your application. Credit card surcharges apply. Cheque or money order payments are to be made out to 'NSW Civil and Administrative Tribunal' or 'NCAT'. Payment can be made in person at any NCAT Registry or NSW Service Centre. Concession fee applicants must provide a photocopy of their concession card.
- If you are unable to pay the concession fee or are not eligible, NCAT may consider waiving the fee fully or partially. To request a fee waiver please complete the [fee waiver request form](#).

## 7. SIGNATURE

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Applicant's signature or signature of representative.

Name

Signature

Date

### Lodge your Application with the fee at your nearest NCAT Registry

For NCAT Consumer and Commercial Division Registry locations visit the [NCAT website](#). For all NCAT enquiries telephone 1300 006 228 or visit [www.ncat.nsw.gov.au](http://www.ncat.nsw.gov.au).