



Tenancy application

CONSUMER AND COMMERCIAL DIVISION | TENANCY LIST

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

File Number

Office use only

1. RENTED PREMISES

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:

- Are you making an application that concerns goods or services that you were provided that were funded by the National Disability Insurance Scheme?

2. APPLICANT

A. APPLICANT TYPE

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

- Landlord Tenant Co-tenant Former co-tenant
 Occupant Prospective tenant Other person (*please specify*)

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

- Do you want NCAT notices and correspondence emailed to you?

By ticking this box you agree to receive the notice of hearing and other future correspondence by email. Please ensure the email address provided above is accurate and the email account is checked regularly.

3. RESPONDENT

A. RESPONDENT TYPE

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

- Landlord Tenant Co-tenant Former tenant
 Landlord's agent (s.61 & 134 only) Mortgagee Occupant

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

A. WHAT ORDERS DO YOU WANT?

Write down the section/s of the *Residential Tenancies Act 2010* and the orders you want the Tribunal to make. Refer to the attached information for sections of the Act and types of orders that can be made.

B. REASONS FOR ASKING FOR 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

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

- I have attached all other documents relevant to this application**
Include all relevant information with your application. Relevant documents may include the residential tenancy agreement, notices, letters and other correspondence, quotes, invoices etc. 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 is 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

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 enquires telephone 1300 006 228 or visit www.ncat.nsw.gov.au.

GUIDE TO COMPLETING THE APPLICATION FORM

Use the following information to help you complete the Tenancy Application Form. Section headings and numbers match the questions on the form.

1. RENTED PREMISES

A. ADDRESS OF RENTED PREMISES

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

B. RENTAL BOND NUMBER

This is the number on the receipt issued by NSW Fair Trading after the bond has been lodged. For rental bond number details contact NSW Fair Trading on 13 32 20.

C. REAL ESTATE AGENCY DETAILS

If the rented premises is managed by a real estate agency, please include the agency's name and postal address.

D. RELATED FILE NUMBERS

If you have already been to NCAT, or if this is a cross claim to an application already pending before NCAT, enter the previous file numbers if you know them. These should be file numbers of other matters with the same parties.

National Disability Insurance Scheme

If the dispute concerns goods or services that you were provided that were funded by the National Disability Insurance Scheme (NDIS), please indicate by ticking the box. For more information visit the [NDIS website](#).

2. APPLICANT

A. APPLICANT TYPE

The applicant is the person who is lodging the application form. Tick the box that best describes who you are.

B. APPLICANT'S DETAILS

Provide your full name as it appears on the residential tenancy agreement.

Real estate agents applying on behalf of a landlord must provide the landlord's name as it appears on the residential tenancy agreement.

For multiple applicants, please list all applicants on the application form. If there is insufficient space, attach the additional information on a separate sheet.

For co-tenant disputes, please attach the landlord's details on a separate sheet.

Do you want NCAT notices and correspondence emailed to you?

By ticking this box you agree to receive all future case-related correspondence by email, including the notice of hearing. If you are the applicant's representative, please provide your email address to ensure you receive the notices of hearing, and the not the email address of the person you are representing.

To change your email address after the application is lodged, log into [eServices](#) via the NCAT website.

3. RESPONDENT

A. RESPONDENT TYPE

The respondent is the person you are making the application against. Tick the box that best describes who the respondent is.

B. RESPONDENT'S DETAILS

Provide the respondent's name and their postal address. If there are multiple respondents, please specify the names of all respondents on the application form. If there is insufficient space on the form you may attach the additional information.

Note: Make sure the respondent is named correctly. If the information provided about the respondent is incorrect, this may delay proceedings or result in orders being made that are unenforceable.

Attach a company or business name extract

If the respondent is a company or business, please attach a current business name extract or company extract from the Australian Securities and Investment Commission (ASIC) which shows their registered name and address. Extracts can be purchased online on the [ASIC website](#).

4. ORDER DETAILS

A. WHAT ORDERS DO YOU WANT?

Specify the section of the *Residential Tenancies Act 2010* and the orders you want NCAT to make. A full list of orders NCAT can make is attached to this form

You can request more than one order. Check that the orders you are seeking are within the jurisdictional time limits.

If you are unsure which order to select, please contact NSW Fair Trading for assistance on 13 32 20.

B. REASONS FOR ASKING FOR ORDERS?

You must explain why you are lodging the application and seeking orders from NCAT. Your reasons must be detailed enough so that the respondent can understand what the dispute is about. Attach additional information on a separate sheet if there is insufficient space.

5. HEARING

A. UNAVAILABLE DATES

List any dates you are unable to attend a hearing in the next 4 weeks. Work, training and study commitments are generally not accepted. Note: Your unavailability may affect the timely listing of the matter.

B. SPECIAL NEEDS

If you have a special need please specify on the application form. Otherwise contact NCAT and ask to speak to a Deputy Registrar to discuss your individual requirements.

C. INTERPRETER REQUIRED

NCAT can organise an interpreter upon request for parties to proceedings. If you need an interpreter for the hearing, tick the box and specify the language and dialect required.

6. APPLICATION CHECKLIST

I have attached a recent ASIC company or business name extract

If the respondent is a company or business, please attach a company extract or business name extract from ASIC which shows their registered name and address. Extracts can be purchased online on the [ASIC website](#).

I have attached all other documents relevant to this application

Include all relevant information with your application. Refer to the information below on evidence and supporting materials. Do not include any confidential information with your application as copies of your attachments will be provided to the respondent.

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

You must pay the application fee when lodging your application. The fee schedule is available on the [NCAT website](#).

Credit card payment 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'. Payments can be made in person at any NCAT Registry or Service NSW Centre.

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

You must print your name and sign and date the application form. If the application form is submitted without being signed, this will cause unnecessary delays.

EVIDENCE AND SUPPORTING MATERIALS

At the hearing, depending on the orders you want, you will need to provide evidence to support your side of the story.

Your evidence and supporting materials may include:

- Residential tenancy agreement (lease)
- Rent receipts and/or rent records (ledger) including payments made and current rent
- Ingoing and/or outgoing condition reports
- Termination notice details
- Copies of all correspondence between parties
- Details of goods and monetary value
- New tenant checklist (information statement)
- Repayment plan/s where you have negotiated a repayment arrangement to clear the unpaid rent
- Photographs showing the condition and state of repair of the rent premises (or of other comparable premises if relevant)
- Copies of any quotes, accounts or receipts for work carried out or to be carried out on the premises
- Statements, statutory declarations or affidavits from witnesses or other interested persons
- Authority to act if you are being represented.

These documents will be provided to the other party. You should not provide information that you do not want disclosed to the other party.

LANDLORD ORDERS under the *Residential Tenancies Act 2010*

In residential tenancy matters, a landlord or landlord's agent can apply to NCAT for the following orders under the *Residential Tenancies Act 2010*.

ABANDONMENT OF RESIDENTIAL PREMISES

Section	Orders	Time limit	Information required
106	An order that the premises have been abandoned by the tenant on a specified date	-	Tell us why you think the premises have been abandoned. Specify the abandonment date.
107	An order for the tenant to pay compensation for any loss caused by the abandonment of the residential premises	-	Provide details of your loss caused by the tenant's abandonment of the premises. Outline the steps you have taken to minimise your loss.

ACCESS TO PREMISES

Section	Orders	Time limit	Information required
60	An order to allow the landlord or some other person to enter the residential premises	-	Explain why this order is necessary and the dates and times when you require access.

ALTERATIONS AND ADDITIONS TO RESIDENTIAL PREMISES

Section	Orders	Time limit	Information required
69(1)(a)	An order prohibiting the tenant from removing a fixture	-	Explain why this order is necessary. Provide details about the fixture the tenant wishes to remove.
69(1)(b)	An order that the tenant pay compensation for the cost of rectifying work done by the tenant on the residential premises	-	Explain why the tenant should pay compensation to you. Provide details about the work required.

GENERAL ORDERS

Section	Orders	Time limit	Information required
187(1)(a)	An order that restrains any action in breach of a residential tenancy agreement	3 months *	Provide full details about the terms of the agreement that have been broken.
187(1)(b)	An order that requires an action in performance of a residential tenancy agreement	3 months *	Provide full details about the terms of the agreement that have been broken.
187(1)(c)	An order for the payment of an amount of money <i>Maximum claim is \$15,000</i>	3 months *	Provide full details as to why NCAT should order payment to you. List the particulars and amount of each item being claimed.
187(1)(d)	An order as to compensation <i>Maximum claim is \$15,000</i>	3 months *	Provide full details as to why NCAT should order the tenant to pay compensation to you.
187(1)(e)	An order that a party to a residential tenancy agreement perform such work or take such other steps as the order specifies to remedy a breach of the agreement	3 months *	Provide full details about the terms of the agreement that have been broken and the remedy you are seeking.
187(1)(f)	An order that requires payment of part or all of the rent payable under a residential tenancy agreement to the Tribunal until the whole or part of the agreement has been performed or any application for compensation has been determined	-	Provide full details as to why rent should be paid to NCAT.
187(1)(g)	An order that requires rent paid to the Tribunal to be paid towards the cost of remedying a breach of the residential tenancy agreement or towards the amount of any compensation	-	Provide full details as to why NCAT should order that rent paid should be used toward the cost of remedying a breach or toward compensation.
187(1)(h)	An order directing a tenant to comply with a requirement of the Act or the regulations	-	Provide full details about the sections of the Act that the tenant is failing to comply with.

* Within 3 months after becoming aware of the breach.

GOODS LEFT IN RESIDENTIAL PREMISES

Section	Orders	Time limit	Information required
132	An order that a tenant or other person pay an occupation fee for goods left on the premises or stored by the landlord	-	Provide details about the abandoned goods and why you should be paid an occupation fee for storing them.
132(2)(a)	An order authorising the removal or other disposal of goods left at the residential premises	-	Provide details about the abandoned goods. Explain what you would like to do with the goods.
133(2)(c)-(e)	An order authorising the sale of goods left at the residential premises and they payment of the proceeds of sale	-	Explain why you believe that the goods have been abandoned and why you think sale of the goods is the appropriate method of dealing with them.

OCCUPATION FEE

Section	Orders	Time limit	Information required
123	An order for payment of an occupation fee	-	Provide details of the dates the tenant remained in occupation after the date for vacation of the premises.

PRE-AGREEMENT MATTERS AND RESIDENTIAL TENANCY AGREEMENTS

Section	Orders	Time limit	Information required
11	An order that an agreement is or is not a residential tenancy agreement under the Act	-	Provide full details about the agreement. Explain why you think it is or is not a residential tenancy agreement under the Act.
11	An order that premises are or are not premises to which the Act applies	-	Provide details about the premises and why you think they are or are not premises to which the Act applies.
21	An order that a term of a residential tenancy agreement is void or partly void because the term is inconsistent with the Act or Regulations	-	Explain which party of the Act you believe the term of the agreement is inconsistent with.
25	An order about a holding fee	-	Provide details about the holding fee and explain when it was paid.
31	An order about amending a condition report	-	Provide details about the part of the condition report you wish to amend and why.

RENT AND OTHER PAYMENTS

Section	Orders	Time limit	Information required
45	An order reducing the rent payable where the premises are unusable or uninhabitable or destroyed	-	Provide details of the current rent and how the premises are unusable or uninhabitable or destroyed.

RENTAL BONDS

Section	Orders	Time limit	Information required
175	An order regarding the payment of a rental bond	Within 6 months after the bond is paid	Tell us the amount and details of each item claimed, with reasons why you should be paid all or part of the rent bond.

SECURITY AND SAFETY OF RESIDENTIAL PREMISES

Section	Orders	Time limit	Information required
73(a)	An order to allow a lock or security device to be changed or removed or added	-	Explain why this order is necessary and why changes you want made.
73(b)	An order authorising the landlord to refuse to give the tenant a copy of a key or other opening device or information	-	Explain why this order is necessary.

Section	Orders	Time limit	Information required
73(c)	An order requiring a copy of a key or other opening device or information to be given to the landlord	-	Explain why this order is necessary.

TERMINATION OF RESIDENTIAL TENANCY AGREEMENTS

Section	Orders	Time limit	Information required
84	A termination order at the end of the fixed term	30 days [#]	You must provide the termination date.
85	A termination order after a 90 day notice	30 days [#]	You must provide the termination date.
86	A termination order as the property is being sold	30 days [#]	You must provide the termination date and the date the contract for sale was exchanged.
87	A termination order where the tenant has breached the residential tenancy agreement	30 days [#]	You must provide the termination and details about the breach
90	A termination order where the tenant or occupant is causing serious damage or injury	-	Provide details of the damage or injury, including the date/s when this occurred.
91	A termination order due to unlawful use of the premises by the tenant or occupant	-	Provide details of the unlawful use of the premises, including the date/s when this occurred.
92	A termination order where the tenant or occupant has threatened, abused, intimidated or harassed the landlord, the landlord's agent, an employee or contractor	-	Provide details of the threatening, abusive or intimidating behaviour or harassment, including the date/s when this occurred.
93	A termination order due to undue hardship	-	Explain how you would suffer undue hardship if the tenancy were not terminated, for example, financial statements or health records.
94	An order for possession for a tenancy of 20 years or more	-	Explain why this order is necessary
95	An order for possession where the residential tenancy agreement has terminated and an occupant has not vacated	30 days [#]	You must provide the termination date and details about when the tenant vacated and who remains in occupation.
98	An order revoking a termination notice given by a tenant because the landlord has remedied a breach	7 days [†]	Provide details about the termination notice. Explain how you have remedied the breach.
105	A termination order where a tenant has given a termination notice and not vacated	30 days [#]	You must provide the termination date. Explain why this order is necessary.
108	A termination order due to the death of the sole tenant	-	You must provide the date for termination of the tenancy.
109	A termination order where the agreement is frustrated	30 days [#]	Provide details about when and how the premises have become unusable or uninhabitable or destroyed or appropriated by an authority.
111	An order declaring that a termination notice was or was not given in accordance with the Act	-	Provide details about the termination notice and how it was served.
187(1)(i)	A termination order or an order for the possession of premises	-	Explain why you would like the Tribunal to make this order.

[#] Within 30 days after the termination date specified in the termination notice

[†] Before the termination date and within 7 days after being served the termination notice.

TENANT ORDERS under the *Residential Tenancies Act 2010*

In residential tenancy matters, a tenant, co-tenant or occupant can apply to NCAT for the following orders under the *Residential Tenancies Act 2010*.

ACCESS TO PREMISES

Section	Orders	Time limit	Information required
61(1)	An order specifying or limited the days and times, and purposes for which, entry to the residential premises by a landlord or other person is authorised	-	List the days and times when you propose to give access to the landlord or other person.
61(2)	An order that the landlord or landlord's agent pay compensation to the tenant for damage to or loss of the tenant's goods caused by the landlord or landlord's agent while accessing the premises	-	List the goods that were damaged or lost while the landlord or agent accessed the premises. Provide details of the monetary amount you are claiming.

ALTERATIONS AND ADDITIONS TO RESIDENTIAL PREMISES

Section	Orders	Time limit	Information required
68(1)(a)	An order that the tenant may install a fixture or make a renovation, alteration or addition to the residential premises	-	Explain why this order is necessary. Provide details about the fixture you want to install or the renovation, alteration or addition you wish to make.
68(1)(b)	An order that the tenant may remove a fixture installed by the tenant	-	Explain why this order is necessary. Provide details about the fixture you want to remove and how you will rectify any damage which may result.

CHANGE OF TENANTS

Section	Orders	Time limit	Information required
75(5)	An order that the tenant may transfer a tenancy or sub-let the residential premises	-	Tell us why this order is necessary and provide details of how you wish to partially transfer the tenancy or sub-let the premises.
77	An order recognising a person as a tenant or joining the person as a party to any proceedings relating to the premises, or both	-	Explain why you would like NCAT to make this order, and whether you were living in the premises when the tenant died or left the premises.
79	An order recognising a remaining occupant as a tenant if the tenant or co-tenant is prohibited by a final apprehended violence order from having access to the residential premises	-	Explain why you would like NCAT to make this order. Provide details about the final apprehended violence order (AVO).

GENERAL ORDERS

Section	Orders	Time limit	Information required
187(1)(a)	An order that restrains any action in breach of a residential tenancy agreement	3 months *	Provide full details about the term/s of the agreement that have been broken.
187(1)(b)	An order that requires an action in performance of a residential tenancy agreement	3 months *	Provide full details about the term/s of the agreement that have been broken.
187(1)(c)	An order for the payment of an amount of money <i>Maximum claim is \$15,000</i>	3 months *	Provide full details as to why NCAT should order payment to you. List the particulars and amount of each item being claimed.
187(1)(d)	An order as to compensation <i>Maximum claim is \$15,000</i>	3 months *	Provide full details as to why NCAT should order the tenant to pay compensation to you.
187(1)(e)	An order that a party to a residential tenancy agreement perform such work or take such other steps as the order specifies to remedy a breach of the agreement	3 months *	Provide full details about the terms of the agreement that have been broken and the remedy you are seeking.

Section	Orders	Time limit	Information required
187(1)(f)	An order that requires payment of part or all of the rent payable under a residential tenancy agreement to the Tribunal until the whole or part of the agreement has been performed or any application for compensation has been determined	-	Provide full details as to why the rent should be paid to NCAT.
187(1)(g)	An order that requires rent paid to the Tribunal to be paid towards the cost of remedying a breach of the residential tenancy agreement or towards the amount of any compensation	-	Provide full details as to why NCAT should order that rent paid should be used toward the cost of remedying a breach or toward compensation.
187(1)(h)	An order directing a tenant to comply with a requirement of this Act or the regulations	-	Provide full details about the section/s of the Act that the landlord is failing to comply with.
187(1)(j)	An order directing a landlord or landlord's agent to give a former tenant or person authorised by a former tenant access to residential premises for the purpose of recovering goods of the former tenant or fixtures that the former tenant is entitled to remove	-	Provide details about the goods or fixtures which remain at the residential premises. Explain why you would like NCAT to make this order.

* Within 3 months after becoming aware of the breach.

GOODS LEFT IN RESIDENTIAL PREMISES

Section	Orders	Time limit	Information required
134(a) and (b)	An order requiring the landlord to pay compensation for goods disposed of or damaged by the landlord or landlord's agent	30 days **	List the goods and provide details of the monetary value of the goods.
134(1)(c)	An order that the landlord or landlord's agent deliver goods into the former tenant's or other person's possession	3 months #	Provide details about the goods which are held by the landlord or other person.
134(1)(d)	An order requiring the landlord or landlord's agent to pay the proceeds of sale, or an amount equivalent to the value of the goods, to the former tenant or other person	Within 6 months after termination of tenancy agreement	List the goods and provide details of the monetary value of the goods

** Within 30 days after becoming aware either than the goods were disposed of otherwise than in accordance with the Act or that the goods have been damaged.

Within 3 months after becoming aware that the goods are in the possession of the landlord or landlord's agent.

MORTGAGEE REPOSSESSION

Section	Orders	Time limit	Information required
122	An order for the repayment of any amount of rent, fee or other charge paid to occupy the residential premises after receiving notice to vacate where a mortgagee is entitled to possession	-	You must provide the date of the notice to vacate. List any amounts of rent, fees or other charges paid after that date.

PRE-AGREEMENT MATTERS AND RESIDENTIAL TENANCY AGREEMENTS

Section	Orders	Time limit	Information required
11	An order that an agreement is or is not a residential tenancy agreement under the Act	-	Provide full details about the agreement and why you think it is or is not a residential tenancy agreement under the Act.
11	An order that premises are or are not premises to which the Act applies	-	Provide details about the premises. Explain why you think they are or are not premises to which the Act applies.
16	An order that a landlord prepare and enter into a written residential tenancy agreement	-	Provide details about the tenancy.
21	An order that a term of a residential tenancy agreement is void or partly void because the term is inconsistent with the Act or Regulations	-	Explain which part of the Act you believe the term of the agreement is inconsistent with.

Section	Orders	Time limit	Information required
25	An order about a holding fee	-	Provide details about the holding fee. Explain when it was paid and why you want it returned.
31	An order about amending a condition report	-	Provide details about the part of the condition report you wish to amend and why.

RENT AND OTHER PAYMENTS

Section	Orders	Time limit	Information required
44(1)(a)	An order that a rent increase is excessive	Within 30 days after notice of increase is given	Provide evidence of the general market level of rents for the same kind of premises in the same or a similar area, and any other information such as the state of the premises or work you have done to the premises.
44(1)(b)	An order that the rent payable is excessive due to the reduction or withdrawal of any goods, services or facilities provided with the residential premises	-	Provide details of the goods, services or facilities the landlord has reduced or withdrawn, and the date on which this occurred.
45	An order reducing the rent payable where the premises are unusable or uninhabitable or destroyed	-	Provide details of the current rent and how the premises are unusable or uninhabitable or destroyed.
46	An order for the repayment of rent paid in excess of an amount specified by the Tribunal	-	Provide copies of rent records or receipts.
47	An order for the repayment of rent or other payments made by the tenant contrary to the Act or the residential tenancy agreement	-	Provide copies of rent records or receipts.

RENTAL BONDS

Section	Orders	Time limit	Information required
175	An order regarding the payment of a rental bond	Within 6 months after the bond is paid	Tell us the amount and details of each item claimed, with reasons why you should be paid all or part of the rental bond. Tell us if the bond was not lodged within NSW Fair Trading or was previously paid out.

REPAIRS

Section	Orders	Time limit	Information required
65(1)(a)	An order that the landlord carry out repairs	-	Explain what repairs you would like the landlord to carry out.
65(1)(b)	An order that the landlord reimburse the tenant an amount for urgent repairs carried out by the tenant	-	Provide full details of the urgent repairs carried out and the cost of the repairs.
65(5)	An order that all or part of the rent payable be paid into the Tribunal until repairs are carried out	-	Explain why you are requesting this order.

RESIDENTIAL TENANCY DATABASES

Section	Orders	Time limit	Information required
217	An order that personal information about a person in a residential tenancy database be wholly or partly removed, amended or not be listed	-	Explain why this order is necessary. Provide details about your listing in the residential tenancy database, including the name and address of the database provider.

SECURITY AND SAFETY OF RESIDENTIAL PREMISES

Section	Orders	Time limit	Information required
73(a)	An order to allow a lock or security device to be changed or removed or added	-	Explain why this order is necessary and what changes you want made.
73(b)	An order authorising the tenant to refuse to give the landlord a copy of a key or other opening device or information	-	Tell us why this order is necessary and what changes you want made.
73(c)	An order requiring a copy of a key or other opening device or information to be given to the tenant	-	Tell us why this order is necessary.

TERMINATION OF RESIDENTIAL TENANCY AGREEMENTS

Section	Orders	Time limit	Information required
103	A termination order where the landlord has breached the residential tenancy agreement	3 months *	Provide details about the breach, including the date/s when this occurred.
101	An order requested by one co-tenant, terminating the residential agreement, where a termination notice has previously been given by another co-tenant	-	Explain why you want NCAT to make this order. Provide details of the termination notice and termination date. Provide a copy of the residential tenancy agreement.
104	A termination order due to undue hardship	-	Provide details about how you would suffer undue hardship if the tenancy were not terminated, for example financial statements or health records.
102	An order requested by one co-tenant, terminating their own tenancy or the tenancy of another co-tenant under the agreement, or terminating the residential tenancy agreement entirely.	-	Explain why you want NCAT to make this order, including the special circumstances of the case. Provide a copy of the residential tenancy agreement and the landlord's details.
108	A termination order due to the death of the sole tenant	-	You must provide us with the date for termination of the tenancy.
109	A termination order where the agreement is frustrated	-	Provide details about when and how the premises have become unusable or uninhabitable or destroyed or appropriated by an authority.
111	An order declaring that a termination notice was or was not given in accordance with the Act	-	Provide details about the termination notice and how it was served.
115	An order declaring that a termination notice has no effect because it was a retaliatory notice	30 days (or 14 days) †	Provide details about the termination notice. Explain how you believe it was retaliatory.
187(1)(i)	A termination order or an order for the possession of the premises	-	Explain why you would like NCAT to make this order.

* Within 3 months of becoming aware of the breach.

† Either within 30 days after being served with a 90-day no grounds termination notice under section 85, or within 14 days in any other case.

VESTING OF TENANCY

Section	Orders	Time limit	Information required
125	An order vesting a tenancy over the residential premises	30 days ‡	Explain whether you were a tenant or former tenant when legal proceedings were started and provide us with the reasons why the tenancy should be given to you.

‡ Within 30 days after being given notice of the mortgagee's proceedings for recovery of possession of the premises.