

REQUEST BY A RESIDENTIAL RENTAL PROVIDER FOR A WARRANT OF POSSESSION

ABOUT THIS FORM

If VCAT has made a possession order, residential rental providers (landlords) and their agents can use this form to request a Warrant of Possession.

You can request that we send the warrant to Victoria Police **or** give it to you.

Warrant sent directly to the nearest police station

We can send the warrant to the police station closest to the rented premises. Victoria Police will wait for you to contact them before executing the warrant on the rented premises. You should contact the police station even if you decide against executing the warrant.

Warrant sent to you

Once you receive the letter and warrant, take it to the police station nominated by VCAT if you want the police to execute the warrant on the rented premises.

NEED HELP WITH YOUR APPLICATION?

If you have any questions about completing this form, contact our Customer Service team:

- email renting@vcat.vic.gov.au
- call 1300 01 8228 (1300 01 VCAT) between 9 am and 4.30 pm Monday to Friday
- go to the Victorian Civil and Administrative Tribunal, Ground Floor, 55 King Street, Melbourne VIC 3000. We are open Monday to Friday from 8.30 am to 4.30 pm.

SUBMITTING THIS APPLICATION

If you supply your credit card details, send your completed form to us by post or give it to us in person.

If you provide your credit card details on this form, you can submit your application to us by email, post or in person.

To protect yourself, do not send credit card details over email.

By email

Email renting@vcat.vic.gov.au

In person

Victorian Civil and Administrative Tribunal
Ground Floor, 55 King Street, Melbourne
VIC 3000

By post

The Registrar
Residential Tenancies List
Victorian Civil and Administrative Tribunal
GPO Box 5408 Melbourne VIC 3001

DETAILS OF VCAT CASE

VCAT reference number

Date of VCAT possession order

RENTAL PROVIDER

Provide details of the rental provider (first rental provider only).

Given names

Family name

Street address

Suburb

State

Postcode

Phone number

REAL ESTATE AGENT OR REPRESENTATIVE

Provide details of the real estate agent or rental provider's representative, if applicable.

Given names

Family name

Company name

Street address

Suburb

State

Postcode

Phone number

RENTER

Provide details of the renter (first renter only).

Given names

Family name

Street address

Suburb

State

Postcode

WHO DO YOU WANT THE WARRANT DELIVERED TO?

☐ Nearest police station to the rented premises ☐ Rental provider ☐ Real estate agent

If you have indicated you want the warrant delivered to the rental provider or real estate agent, provide details of the preferred method of delivery.

☐ By post

☐ Email:

☐ Fax:

ABOUT VCAT FEES

VCAT fees are charged according to three levels:

- **corporate fees** for businesses and companies with a turnover of more than \$200,000 in the previous financial year, corporate entities and government agencies
- **standard fees** for individuals, not-for-profit organisations, and small businesses and companies with a turnover of less than \$200,000 in the previous financial year. Companies must provide a statutory declaration to support this claim
- **concession fees** for people who hold the Australian Government Health Care Card. You must provide a copy of your card with your application.

To find out if you need to pay a fee and how much it costs, go to www.vcat.vic.gov.au/rentingfees.

FEE RELIEF

We can reduce or not charge (waive) a VCAT fee in certain circumstances.

Some people are automatically entitled to a full fee waiver. You can also apply for fee relief if paying the fee would cause you financial hardship.

For more information about fee relief, go to www.vcat.vic.gov.au/feerelief.

Are you applying for fee relief?

- ☐ No, go to **Fee payment** section below
- ☐ Yes, complete **Fee relief form** and attach it to this application form

FEE PAYMENT

Complete this section unless you are applying for fee relief, you have a Health Care Card (attach a copy) or you wish to pay using a method other than credit card.

Alternatively, you can make a money order out to the 'Victorian Civil and Administrative Tribunal'. We do not accept cheques.

For other payment options, go to www.vcat.vic.gov.au/howtopay.

Choose the fee level: ☐ Standard ☐ Corporate ☐ Concession

Fee amount charged

\$

Card details

Cards accepted: ☐ VISA ☐ MasterCard

Cardholder name:

Card number:

Card expiry (mm/yy):

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