

Summary of evidence for residential rental provider's claim for bond or compensation

ABOUT YOUR CASE

VCAT number: R _____

CAV reference number: CAV/ _____ (Provide if you obtained a CAV referral between 13/5/20 and 28/3/21)

Residential rental provider/s: _____

DETAILS OF TENANCY

Address of rented premises: _____

Date tenancy commenced: _____ / _____ / _____

Date tenancy ended: _____ / _____ / _____

The renter (tenant): ☐ Vacated ☐ Abandoned ☐ Warrant of possession executed

As at the date the tenancy ended the agreement was: ☐ periodic ☐ fixed term

Dates of any fixed term agreement: _____ / _____ / _____ to _____ / _____ / _____

Renter's new address (if known): _____

DETAILS OF APPLICATION

What are you claiming:

☐ Bond only ☐ Bond and Compensation ☐ Compensation only

☐ Extension of time for bond claim

What is the date of your VCAT application? _____ / _____ / _____

When was the application served on the renter? _____ / _____ / _____

How was the application served? ☐ Email ☐ Registered post ☐ Ordinary post

Address used for service: _____

If claiming bond: How much is the bond? \$ _____

What is the RTBA receipt number? _____

Have you provided a copy the RTBA receipt? ☐ Yes ☐ No

Did you lodge your bond claim within 10 business days of the end of the tenancy? Yes No

If not, why was there a delay in lodging the bond claim? _____

PARTICULARS OF CLAIM

Total pages attached: _____ (Refer to VCAT requirements for submission of evidence on page 4.)

Rent arrears

Did the renter owe rent on the date the tenancy ended? ☐ Yes ☐ No

The rent was \$ _____ per calendar ☐ month ☐ fortnight ☐ week

The rent is paid up to and including _____ / _____ / _____ with \$ _____ on account. See rent ledger attached on pages _____. The rent owing to the date the tenancy ended is \$ _____.

Loss of rent/break lease costs**Are you claiming loss of rent for:**

☐ breach of a fixed term agreement ☐ failure to give notice of intention to vacate?

If so, when was the property relet? ____ / ____ / ____

What are you claiming?

☐ Loss of rent \$_____ from ____ / ____ / ____ to ____ / ____ / ____

☐ Pro rata advertising fees \$_____

☐ Pro rata letting fees \$_____

What evidence are you providing?

☐ Advertising, as attached on pages ____

☐ Invoices for advertising or Letting, as attached on pages ____

☐ Other evidence, specify: _____, as attached on pages ____

Item claimed	Amount claimed	Rooms affected	Evidence on pages
Failure to keep premises reasonably clean			
☐ Carpet cleaning	\$		Pages ____
☐ Internal cleaning	\$		Pages ____
☐ External cleaning and gardening	\$		Pages ____
☐ Removal of rubbish	\$		Pages ____
Damage			
☐ Repairs of walls and/or painting	\$	Rooms affected: _____ _____ Year last painted: ____ / ____ / ____ Allowed for depreciation: ☐ Yes ☐ No	Pages ____
☐ Carpet repairs or replacement	\$	Rooms affected: _____ _____ Age of carpets: _____ Allowed for depreciation: ☐ Yes ☐ No	Pages ____
☐ Blind repairs or replacement	\$	Rooms affected: _____ _____ Age of blinds: _____ Allowed for depreciation: ☐ Yes ☐ No	Pages ____

Item claimed	Amount claimed	Rooms affected	Evidence - see pages
☐ Repairs or replacements of locks and keys	\$ _____	Rooms affected: _____ _____	Pages _____
☐ Repairs or replacements of doors	\$ _____	Rooms affected: _____ _____	Pages _____
☐ Repairs to flooring	\$ _____	Rooms affected: _____ _____ Year flooring installed or last sanded and polished: _____ Allowed for depreciation: ☐ Yes ☐ No	Pages _____
☐ Other: _____ _____	\$ _____	Rooms affected: _____ _____	Pages _____
☐ Other: _____ _____	\$ _____	Rooms affected: _____ _____	Pages _____
☐ Other: _____ _____	\$ _____	Rooms affected: _____ _____	Pages _____
Has the work been completed? ☐ Yes ☐ No			

Miscellaneous - other			
Item	Amount	Type of document/s provided	Evidence – see pages
Item: _____	\$ _____	_____ _____	Pages _____
Item: _____	\$ _____	_____ _____	Pages _____
Item: _____	\$ _____	_____ _____	Pages _____

This form is declared to be correct and submitted to VCAT on ____ / ____ / ____

By name of person appearing at hearing: _____

☐ Rental provider ☐ Agent ☐ DOH

Signature of person appearing at hearing: _____

Important information: You must comply with the following steps when preparing your evidence for VCAT and the other party.

Step 1

- Evidence **must** be labelled with sequential page numbers on all documents. Eg. If you are submitting 30 pages of evidence, the documents must be numbered 1-30.
- Photographs should state the date taken and identify the room to which the photograph relates.

Step 2

- Only include documents/photos of direct relevance to the particular item claimed.
- Group together all the relevant evidence in support of each particular item in your claim.
- If the claim relates to cleaning or damage the grouping must be in the order shown in the example below for each item in your claim.

Example

Carpet cleaning \$200.00

See pages 1-5, 8 - 10

Attach:

1. Relevant pages of the ingoing condition report (labelled ingoing)
2. Relevant pages of the outgoing condition report (labelled outgoing)
3. Relevant photographs ingoing (dated)
4. Relevant photographs outgoing (dated)
5. Quotes/invoices
6. Other evidence

Step 3

- Ensure you have fully completed the summary of evidence by identifying the relevant document page numbers for each item in your claim.