

# APPLICATION FOR DETERMINATION OF SECURITY DEPOSIT DISPUTE

You can apply to the Commissioner when:

- your tenancy has ended, and
- the owner has not returned all of the security deposit (bond) to you, and
- you believe that you are entitled to more of the security deposit than you received.

You should first contact the owner to see if you can come to an agreement. If you can't come to an agreement you may apply to the Commissioner to resolve the dispute by distributing the security deposit. Complete this form and return it to the address below.

**A \$15 fee applies and must be enclosed with the application. The fee should be paid by cheque or money order.**

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## Personal Information Protection Statement

Consumer Affairs and Fair Trading (CAFT) will collect personal information from you for the purpose of processing this application. You are required to provide this information by the *Residential Tenancy Act 1997*. Failure to provide this information may result in your application not being processed. Your personal information will be used for the primary purpose for which it is collected, and may be disclosed to other authorised organisations. Your basic personal information may be disclosed to other public sector bodies where necessary for the efficient storage and use of the information. Personal information will be managed in accordance with the *Personal Information Protection Act 2004* and may be accessed by the individual to whom it relates on request to CAFT. You may be charged a fee for this service.

Application No:

R E S T

FOR OFFICE USE ONLY

Your Name and CURRENT ADDRESS / CONTACT DETAILS

<input type="text"/>	<input type="text"/>	<input type="text"/>
Mr/Mrs/Ms	First Name	Surname / Family Name
<input type="text"/>	<input type="text"/>	<input type="text"/>
Unit No	Street No	Street Name
<input type="text"/>	<input type="text"/>	<input type="text"/>
Suburb	State	Postcode
<input type="text"/>	<input type="text"/>	<input type="text"/>
Phone Number - Home	Phone Number - Business	Mobile or Fax Number

To assist in a speedy return of funds, please provide your Bank or Credit Union details

<input type="text"/>	<input type="text"/>
Name of Bank or Credit Union	BSB Number
<input type="text"/>	<input type="text"/>
Account Name	Account Number

Name and Contact Details of Property Owner or Agent

<input type="text"/>	<input type="text"/>	<input type="text"/>
Mr/Mrs/Ms	First Name	Surname / Family Name
<input type="text"/>	<input type="text"/>	<input type="text"/>
Unit No	Street No	Street Name
<input type="text"/>	<input type="text"/>	<input type="text"/>
Suburb	State	Postcode
<input type="text"/>	<input type="text"/>	<input type="text"/>
Phone Number - Home	Phone Number - Business	Mobile or Fax Number

Address of Disputed Property

<input type="text"/>	<input type="text"/>	<input type="text"/>
Unit No	Street No	Street Name
<input type="text"/>	<input type="text"/>	<input type="text"/>
Suburb	Postcode	

Date on which property was vacated

<input type="text"/>	<input type="text"/>	<input type="text"/>
Day	Month	Year

Was there a quote for repair or service from a trades person? Yes  No

If 'Yes' how much was the quote? \$

1. Total of Security Deposit originally paid: \$

2. Total of Security Deposit in dispute: \$

Please give the reasons why you believe this amount should be returned to you. Attach another sheet of paper if there is not enough space.


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## IMPORTANT CHECKLIST

**Have you completed all the relevant questions?  
If so please attach the following:**

- A copy of the written residential tenancy agreement if there is one.
- Any other evidence of rent payment or the state of repair of the premises e.g. a copy of the Condition Report (if any), photographs, and receipts for rent or for work done by trades people.
- \$15 cheque or money order. **DO NOT SEND CASH IN THE MAIL**

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*Signature of Tenant(s)*

...../...../.....  
*Date*

**RETURN FORM, APPLICATION FEE AND RELEVANT DOCUMENTS TO:**

**The Office of the Residential Tenancy Commissioner  
GPO Box 1244  
HOBART TAS 7001**

15 Murray Street, Hobart 7000  
Telephone: 1300 654 499  
Email: [consumer.affairs@justice.tas.gov.au](mailto:consumer.affairs@justice.tas.gov.au)

GPO Box 1244, Hobart 7001  
Facsimile: (03) 6233 4882  
Website: [www.consumer.tas.gov.au](http://www.consumer.tas.gov.au)