



FORM 7 - Residential Tenancies Act 1995

APPLICATION TO THE RESIDENTIAL TENANCIES TRIBUNAL (BY A PARTY TO A RESIDENTIAL TENANCY OR ROOMING HOUSE AGREEMENT)

NOTE: This application must be accompanied by a fee prescribed by regulation. **Applications will not be accepted without payment of the fee.** Further information about the amount required to be paid and payment options is attached.

Previous File
No. (if applicable) R...../..... Bond No

1. Details of person making application (“applicant/s”)

Full name/s:

Postal address for service of notices:
.....

Contact telephone number: (home) (work)

The applicant is: a landlord / rooming house proprietor the landlord / proprietor by his/her agent a tenant / resident (tick one box)

2. Details of parties against whom applicant is seeking order or determination (“other party”)

Full names of other parties:

Address(es) of other parties:

Telephone No(s): (home) (work)

3. Type of agreement involved

residential tenancy agreement
 rooming house agreement (Tick one box)

4. Order or determination sought from Residential Tenancies Tribunal

I/We apply to the Residential Tenancies Tribunal for an order or determination to the following effect:

.....
.....
.....
.....

5. Grounds of application

The grounds on which the application is made are as follows:

.....
.....
.....

(set out brief details of dispute and why order/determination is sought)

(If insufficient space, attach a separate sheet)

6. Details of the residential tenancy or rooming house agreement involved

Address of rented premises

Fixed term tenancy commenced:/...../..... Ending on:/...../.....
(insert commencement date) (insert end date)

Periodic tenancy commenced:/...../.....
(insert commencement date)

Has the tenancy ended? Yes on/...../..... No
(insert date tenancy ended)

Was a termination notice served? Yes No

Weekly rental: \$..... Rental paid to/...../.....

Signature of applicant: Date:/...../.....

Signature of: the landlord/rooming house proprietor an agent a tenant/resident
(on behalf of the landlord / proprietor) (tick one box)

Residential/Business address of applicant:
(if different from postal address on front page)

THIS SECTION TO BE COMPLETED BY ALL AGENTS

FULL NAME OF LANDLORD/S:

ADDRESS OF LANDLORD/S:

- Note:
1. Please forward any paperwork that will support your claim; eg: rent receipts, inspection sheet, copies of any quotes for work to be carried out on the premises, or accounts or receipts for work carried out on the premises.
 2. If there is a written tenancy agreement, a copy should accompany this application.
 3. If you have served a notice of termination on the other party, or if you have received a notice of termination from the other party, a copy of that notice must accompany this application.

A COPY OF THIS APPLICATION AND ANY ATTACHMENTS WILL BE SENT TO THE OTHER PARTY BY THE TRIBUNAL WITH NOTICE OF THE TRIBUNAL HEARING

SEND THIS APPLICATION TO:

The Registrar, Residential Tenancies Tribunal **OR** Fax to **8226 8985** and forward the original
(Level 4, 100 Pirie Street, Adelaide) paperwork by post or deliver to the address
GPO Box 2361, Adelaide 5001 opposite

*For further information contact the advice section of the
Tenancies Branch at Level 1, 91-97 Grenfell Street, Adelaide. Ph: 131 882.*



DIRECT DEBIT REQUEST (DDR)

THIS IS A ONCE-OFF AUTHORITY ONLY

<p>Customer Name:</p>	<p style="text-align: center;"><i>Please use BLOCK LETTERS</i></p> <p>I / We</p> <p>.....</p> <p style="text-align: center;">(Surname) (Given names)</p> <p>authorise the Attorney – General’s Department, APCA User ID Number 407439, to arrange for funds to be debited from my/our account to the value of \$_____ at the financial institution identified below, for the payment of a Tribunal application fee.</p> <p>Note: Please ensure that value (amount) is completed</p>																						
<p>Name and branch of financial institution:</p> <p>BSB number:</p> <p>Account number:</p> <p>Account name:</p> <p>Customer signature(s): <i>(all signatories may be required to sign on joint accounts)</i></p>	<p style="text-align: center;">Details of the account to be debited <i>(All account details must be supplied)</i></p> <p>.....</p> <p> <table border="1" style="display: inline-table; border-collapse: collapse;"> <tr> <td style="width: 20px; height: 20px;"> </td> <td style="width: 20px; height: 20px;"> </td> <td style="width: 20px; height: 20px;"> </td> <td style="width: 20px; height: 20px;"> </td> <td style="width: 20px; height: 20px;">-</td> <td style="width: 20px; height: 20px;"> </td> <td style="width: 20px; height: 20px;"> </td> <td style="width: 20px; height: 20px;"> </td> <td style="width: 20px; height: 20px;"> </td> <td style="width: 20px; height: 20px;"> </td> </tr> </table> This must be 6 digits </p> <p> <table border="1" style="display: inline-table; border-collapse: collapse;"> <tr> <td style="width: 20px; height: 20px;"> </td> <td style="width: 20px; height: 20px;"> </td> <td style="width: 20px; height: 20px;"> </td> <td style="width: 20px; height: 20px;"> </td> <td style="width: 20px; height: 20px;"> </td> <td style="width: 20px; height: 20px;"> </td> <td style="width: 20px; height: 20px;"> </td> <td style="width: 20px; height: 20px;"> </td> <td style="width: 20px; height: 20px;"> </td> <td style="width: 20px; height: 20px;"> </td> <td style="width: 20px; height: 20px;"> </td> <td style="width: 20px; height: 20px;"> </td> </tr> </table> Can not be more than 9 characters </p> <p>Note: Please ensure the account and BSB number that you are providing are correct. Direct debiting is not available on a full range of accounts and if you are unsure please clarify with your financial institution. Credit union cheques may not show their own BSB number. Check with the credit union for the correct BSB number to use for direct debit.</p> <p>.....</p> <div style="border: 1px solid black; padding: 5px; margin-top: 10px;"> <p>.....</p> <p>Date:/...../.....</p> </div>					-																	
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ATTACH THIS FORM SECURELY TO THE TRIBUNAL APPLICATION



CONSUMER & BUSINESS SERVICES - TENANCIES BRANCH

DDR Service Agreement

1. Following receipt of your **Direct Debit Request (DDR)**, the Tenancies Branch will initiate the direct debit request and confirmation in the form of a receipt will be provided.
2. You will only be liable for debit items made in accordance with this DDR.
3. If you wish to dispute any debit item, contact the Tenancies Branch on 131 882 or provide full details in writing to:

Financial Systems Administrator
Tenancies Branch
GPO Box 965
ADELAIDE SA 5001

The Tenancies Branch will attempt to ensure that direct debit item disputes are resolved within **10 business days**.

4. It is your responsibility to have sufficient clear funds available in your account on the processing date to permit the payment of debit items initiated in accordance with your DDR.
5. If a debit item is returned unpaid by your financial institution you may be liable for any dishonour fees charged by that financial institution and you will need to make alternative arrangement for payment of this bond.
6. The Tenancies Branch is very careful to protect the privacy of any personal information supplied. Some information may be given to financial institutions involved in the event of a direct debit item dispute, or to verify that the Tenancies Branch has received a DDR from you.
7. Direct debit is not available on the full range of accounts. If in doubt, check with your financial institution.
8. The Tenancies Branch does not provide facilities to direct debit credit cards.
9. Any enquiries regarding your DDR should be directed to the Financial Systems Administrator on 131 882.



Information about the Tribunal application fee

The fee is \$36 and must accompany a:

- [Form 7](#) - Application to the Residential Tenancies Tribunal
- [Form 8](#) - Application to the Residential Tenancies Tribunal for termination of tenancy where tenant's conduct is unacceptable - Section 90

If the fee is not received together with a Form 7 or Form 8, the application will not be processed. If faxing the application, the fee must be paid by direct debit.

The fee may be paid by:

- Direct Debit Request (A [DDR Tribunal fee form](#) is attached to the application)
- Money order, cheque (All cheques and money orders must be made payable to the Attorney-General's Department)
- Cash (at the Tenancies Branch, Level 1, 91-97 Grenfell Street, Adelaide).

The fee applies to:

- Landlords *or* agents on behalf of landlords
- Tenants
- Interested parties (where a Form 8 is lodged by someone other than a landlord or tenant)
- Rooming house proprietors
- Rooming house residents
- Part time students

The fee does not apply to:

- Concession card holders who hold one of the following cards:
 - Pensioner Concession Card
 - Health Care Card
 - Commonwealth Seniors Health Card
 - Department of Veteran Affairs Gold Card(A [proof of exemption form](#) must accompany the application).
- Full time students who hold a current student identification card (a [proof of exemption form](#) must accompany the application)
- An applicant able to demonstrate they are suffering financial hardship (a [request to waive fee form](#) must accompany the application).
- Housing SA & Housing SA tenants (Housing SA already pay for accessing the services of the Tribunal)
- A bond dispute (letter of claim) where there is no requirement to lodge a Form 7.