

Property Owner / Agent Bond Dispute Checklist Residential Tenancy Commissioner

Details of Bond

Bond No

Property Address

Details of Tenancy

Term of Lease: From

To:

Weekly Rent: \$

Date tenant vacated:

Lease supplied

Tenants Contact Details (Please note if you have any additional / new tenant contact details)

New Address

Telephone

Email Address

Reason for Claim (Complete where applicable)

Rental Arrears

Rental arrears of \$

claimed for (days/weeks)

Date owed from

Date owed to

Tenant ledger supplied

Bank statements supplied

Include copies of bank statements and rental ledgers showing date rent paid till

Reletting costs

Advertising costs to re-let property of \$

Property re-let on

Include details of dates and places where advertising occurred including receipts for advertising costs

Cleaning / Gardening Repairs

Amount of claim for cleaning / repairs \$

Condition Report supplied

Photographs

Include invoices showing dates, times and hourly rates, photos and condition reports etc

Any other costs

Provide
Details