

Your application checklist: Residential tenancy disputes

You can use this checklist to help ensure your application to QCAT regarding a [residential tenancy dispute](#) is correct and processed without delay. Application forms can be downloaded from <http://www.qcat.qld.gov.au/forms.htm>

If you are making a non-urgent application – do you have a Notice of Unresolved Dispute from the Residential Tenancies Authority (RTA)?	<input type="checkbox"/>
If you are making a non-urgent application to QCAT regarding a bond dispute have you advised the RTA that you have applied to QCAT (either within seven days or the specific period nominated by the RTA) to ensure the bond is not paid out?	<input type="checkbox"/>
If you are making an urgent application – do you have a copy of all forms and documentation (e.g. breaches, notices, copy of tenancy documentation) relevant to your application?	<input type="checkbox"/>
Are you using the correct QCAT application form : <ul style="list-style-type: none"> <i>form 2 Application for minor civil dispute – residential tenancy dispute</i> (for most disputes including bond disputes) <i>Minor civil dispute – request for compensation – residential tenancy dispute</i> (for matters where QCAT has terminated the lease, the tenants have left the property and you wish to claim compensation). 	<input type="checkbox"/>
Have you selected at least one type of residential tenancy or rooming accommodation dispute type on the form?	<input type="checkbox"/>
Have you answered all the relevant questions on the application form?	<input type="checkbox"/>
Are all party and dispute details included on the application form?	<input type="checkbox"/>
If you are a real estate agency representing a landlord, have you listed the landlord details as the applicant, and your own details under 'representative details'?	<input type="checkbox"/>
Have you attached all relevant documents as listed on the application form?	<input type="checkbox"/>
Have you provided all pages of the application form?	<input type="checkbox"/>
Have you attached affidavits, receipts and invoices etc that are relevant to your application?	<input type="checkbox"/>
Have you paid the correct application fee , based on the amount of money in dispute?	<input type="checkbox"/>
Have you gathered all supporting evidence/ materials you may need for a hearing?	<input type="checkbox"/>
Have you provided the correct number of copies of your application and supporting material? <i>(The original for QCAT, plus a copy for each respondent, and a copy for yourself – all need to be registered and stamped with a QCAT stamp)</i>	<input type="checkbox"/>
Have you signed and dated your application?	<input type="checkbox"/>
Are you lodging your application at the QCAT registry located at a Magistrates Court that is closest to the residential property, or at QCAT Brisbane ?	<input type="checkbox"/>

Legal advice

As part of an independent tribunal, QCAT registry staff are unable to provide legal advice on applications. For information on free legal advice, contact Legal Aid Queensland via www.legalaid.qld.gov.au or 1300 65 11 88.

For referral to a suitable private solicitor, contact the Queensland Law Society via www.qls.com.au or 07 3842 5842.

Contact information

QCAT - Brisbane

Address: Level 9, Bank of Queensland Centre, 259 Queen Street, Brisbane, 4000
Post: GPO Box 1639, Brisbane Qld 4001
Phone: 1300 753 228
Email: enquiries@qcat.qld.gov.au
Website: www.qcat.qld.gov.au

Magistrates Court

Contact details for your local Magistrates Courts are available from <http://www.courts.qld.gov.au/539.htm> or look under Justice in the White Pages.

Dispute Resolution Centres

Phone: 07 3239 6269 or 1800 017 288 (toll free outside of Brisbane)
Website: <http://www.justice.qld.gov.au/justice-services/dispute-resolution>