

Form 2 – Your application checklist:

Application for minor civil dispute – residential tenancy dispute

You can use this checklist to help ensure your application to QCAT regarding a residential tenancy dispute is correct and processed without delay. You do not need to submit this checklist as part of your application.

- If you are making a non-urgent application – you must attach a Notice of Unresolved Dispute from the Residential Tenancies Authority (RTA)
- If you are making a non-urgent application 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?
- Have you included with your application a printed copy of all forms and documentation (e.g. affidavits, statutory declarations, witness statements, breaches, notices, copy of tenancy documentation) which you intend to rely on at a hearing?

Remember: You must print out all electronic evidence

Sometimes evidence (such as photos or receipts) may be stored in an electronic device, such as a mobile phone, tablet or computer. Sometimes evidence may be stored on a CD or DVD. You must provide a printed copy of this evidence with your application if you wish to rely on it at the hearing. The Tribunal will not accept a CD or DVD for filing and will not consider evidence provided only in an electronic format.

- Have you selected at least one kind of order in part C of the form?
- Have you answered all the questions on the application form that relate to your dispute?
- Are all details about the parties (applicant and respondent) and about the dispute included on the application form?
- Have you provided all pages of the application form? You must lodge all the pages of the application form, even if they are blank.
- Do you have the correct application fee ready, based on the amount of your claim?
- Have you provided the correct number of copies of your application and supporting material?
(The original for QCAT, plus a copy for each respondent, and a copy for yourself – all need to be stamped with a QCAT stamp)
- Have you signed and dated your application?
- 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?