

Summary of proofs for bond/compensation applications

ABOUT YOUR CASE

VCAT number: R2020/_____

CAV reference number: CAV/_____ (Required if the application made after 12/5/20)

Landlord/s: _____

Agent/landlord phone number for the hearing (provide a direct number): _____

Tenant/s: _____

Tenant/s current phone number/s for the hearing: _____

DETAILS OF TENANCY

Address of rented premises: _____

Date tenancy commenced: ____/____/____

Date tenancy ended: ____/____/____

The tenant: Vacated Abandoned Warrant of possession executed

As at the date the tenancy ended the agreement was: periodic fixed term

Dates of any fixed term agreement: ____/____/____ to ____/____/____

Tenant's new address (if known): _____

DETAILS OF APPLICATION

What are you claiming:

Bond only Bond and Compensation Compensation only

Extension of time for bond claim

What is the date of your VCAT application? ____/____/____

When was the application served on the tenant? ____/____/____

How was the application served? Email Registered post Ordinary post

Address used for service: _____

If claiming bond: How much is the bond? \$ _____

What is the RTBA receipt number? _____

Have you provided a copy the RTBA receipt? Yes No

Did you lodge your bond claim within 10 business days of the end of the tenancy? Yes No

If not, why was there a delay in lodging the bond claim? _____

PARTICULARS OF CLAIM

Total pages attached: ____ (Refer to VCAT requirements for submission of evidence on page 4.)

Rent arrears

Did the tenant owe rent on the date the tenancy ended? Yes No

The rent was \$_____ per calendar month fortnight week

The rent is paid up to and including ____/____/____ with \$_____ on account. See rent ledger attached on pages _____. The rent owing to the date the tenancy ended is \$_____.

Loss of rent/break lease costs

Are you claiming loss of rent for:

- breach of a fixed term agreement failure to give notice of intention to vacate?

If so, when was the property relet? ____ / ____ / ____

What are you claiming?

- Loss of rent \$ _____ from ____ / ____ / ____ to ____ / ____ / ____
- Pro rata advertising fees \$ _____
- Pro rata letting fees \$ _____

What evidence are you providing?

- Advertising, as attached on pages _____
- Invoices for Advertising or Letting, as attached on pages _____
- Other evidence, specify: _____, as attached on pages _____

Item claimed	Amount claimed	Rooms affected	Evidence on pages
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Failure to keep premises reasonably clean

<input type="checkbox"/> Carpet cleaning	\$ _____		Pages _____
<input type="checkbox"/> Internal cleaning	\$ _____		Pages _____
<input type="checkbox"/> External cleaning and gardening	\$ _____		Pages _____
<input type="checkbox"/> Removal of rubbish	\$ _____		Pages _____

Damage

<input type="checkbox"/> Repairs of walls and/or painting	\$ _____	Rooms affected: _____ _____ Year last painted: ____ / ____ / ____ Allowed for depreciation: <input type="checkbox"/> Yes <input type="checkbox"/> No	Pages _____
<input type="checkbox"/> Carpet repairs or replacement	\$ _____	Rooms affected: _____ _____ Age of carpets: _____ Allowed for depreciation: <input type="checkbox"/> Yes <input type="checkbox"/> No	Pages _____
<input type="checkbox"/> Blind repairs or replacement	\$ _____	Rooms affected: _____ _____ Age of blinds: _____ Allowed for depreciation: <input type="checkbox"/> Yes <input type="checkbox"/> No	Pages _____

Item claimed	Amount claimed	Rooms affected	Evidence - see pages
<input type="checkbox"/> Repairs or replacements of locks and keys	\$ _____	Rooms affected: _____ _____	Pages _____
<input type="checkbox"/> Repairs or replacements of doors	\$ _____	Rooms affected: _____ _____	Pages _____
<input type="checkbox"/> Repairs to flooring	\$ _____	Rooms affected: _____ _____ Year flooring installed or last sanded and polished: _____ Allowed for depreciation: <input type="checkbox"/> Yes <input type="checkbox"/> No	Pages _____
<input type="checkbox"/> Other: _____ _____	\$ _____	Rooms affected: _____ _____	Pages _____
<input type="checkbox"/> Other: _____ _____	\$ _____	Rooms affected: _____ _____	Pages _____
<input type="checkbox"/> Other: _____ _____	\$ _____	Rooms affected: _____ _____	Pages _____
Has the work been completed? <input type="checkbox"/> Yes <input type="checkbox"/> No			

Miscellaneous - other

Item	Amount	Type of document/s provided	Evidence – see pages
Item: _____	\$ _____	_____ _____	Pages _____
Item: _____	\$ _____	_____ _____	Pages _____
Item: _____	\$ _____	_____ _____	Pages _____

This form is declared to be correct and submitted to VCAT on ____ / ____ / ____

By name of person appearing at hearing: _____

Landlord Agent DOH

Signature of person appearing at hearing: _____

Important information: You must comply with the following steps when preparing your evidence for VCAT and the other party.

Step 1

- Evidence **must** be labelled with sequential page numbers on all documents. Eg. If you are submitting 30 pages of evidence, the documents must be numbered 1-30.
- Photographs should state the date taken and identify the room to which the photograph relates.

Step 2

- Only include documents/photos of direct relevance to the particular item claimed.
- Group together all the relevant evidence in support of each particular item in your claim.
- If the claim relates to cleaning or damage the grouping must be in the order shown in the example below for each item in your claim.

Example

Carpet cleaning \$200.00 See pages 1-5, 8 - 10

Attach:

1. Relevant pages of the ingoing condition report (labelled ingoing)
2. Relevant pages of the outgoing condition report (labelled outgoing)
3. Relevant photographs ingoing (dated)
4. Relevant photographs outgoing (dated)
5. Quotes/invoices
6. Other evidence

Step 3

- Ensure you have fully completed the summary of proofs by identifying the relevant document page numbers for each item in your claim.