NCAT
NSW Civil & Administrative Tribunal

Tenancy Hearing Notes

Residential Tenancies Act 2010

Tribunal Record

File number:

First name: **Last name:**

☐ Sworn ☐ Affirmed

Are you the: ☐ Landlord ☐ Agent ☐ Tenant

Address:

Managing Agency Agreement: ☐ Yes ☐ No **Date signed:**

Tenancy agreement

Date of agreement:

Rent amount: $ payable on the

of each ☐ Week ☐ Fortnight ☐ Month

Term of agreement: from to

Bond Amount: $ **Bond Number:**

Bond Lodged? ☐ Yes ☐ No

Bond Paid Out? ☐ Yes ☐ No **Amount $** to Landlord

Amount $ to Tenant

Rent increases – last 12 months

Date of Notice	Date of Service	Increased From	Increased To	Valid/Invalid
		$	$	Valid
		$	$	Valid
		$	$	Valid

Termination notice

Date of Notice:

Date Sent: By: ☐ Post ☐ Personal service ☐ Mailbox (s223)

Note: Allow 7 days working days if by post.

Date Received:

Termination date on Notice: **Notice** ☐ Valid ☐ Invalid

Days in arrears on receipt: **Complies** ☐ Yes ☐ No

Current situation

Premises vacant? ☐ Yes ☐ No **Date vacated:**

Rent paid to (and including): **Date last payment:**

Arrears claimed: $ **from** **to** (inclusive)

Total number of days in arrears: **Daily rate: $**

Water usage claimed: $ **from** **to** (inclusive)