



PROVIDING DOCUMENTS FOR HOUSING DISPUTES

Introduction

If you want to bring a matter to SACAT you must provide the required documentation (and make payment) before the case can be made active.

Whether you apply on-line, over the telephone or in-person, you must provide documents to support your case.

Once this is done, SACAT will contact you about the hearing or conference.

Here is a guide to the types of documentation you must provide.

Vacant possession

- Notice of breach ([Form 2](#) or [Form 4](#)). *Not required for an end of lease or non-compliance.*
- Notice of termination:
 - [Form 2A](#) - for end of fixed term lease where the tenancy commenced after 1 March 2014
 - [Form 3](#) – where the tenancy is periodic
 - [Form 2B](#) – where the tenancy is frustrated due to premises being destroyed by fire or are uninhabitable, rezoned or compulsorily acquired
- Tenancy agreement(s) (if you have a written agreement).
- Rent records (date rent is due, amount due, amount paid, the rent period from and to and any additional comments). *Not required for an end of lease.*

You can get more information about rent records by visiting Consumer and Business Services [Fact Sheet 3](#).
- Water invoices if breach is for non-payment of water OR evidence of the water usage and calculations. See [Charging for water in a rental property](#) for information on how to calculate water usage.
- Notice requiring access (if breach is failure to provide access).
- Copy of previous order for non-compliance.
- A copy of both sides of your relevant concession card (if you are seeking a fee waiver).



Housing & tenancies

Termination and/or vacant possession

- Tenancy agreement(s) (if you have a written agreement).
- The grounds for the application along with a copy of any supporting documents should be provided if the application is based on grounds of hardship or tenant's conduct eg:
 - Hardship – medical certificates, or employment-related such as payslips or termination notice
 - Tenant's conduct – statutory declarations from witnesses, photos of property damage or illegal use of premises. Follow this [link](#) for more information
- A copy of both sides of your relevant concession card (if you are seeking a fee waiver).

Rooming house dispute

- Rooming house agreement (if there is one).
- If the application is for termination and/or possession, any notice of termination that has been served, and a rent record.
- If the application is for a resident's conduct, a written statement explaining the conduct and any evidence (eg photos, statutory declarations of witnesses).
- If the application is for a bond/compensation dispute, a statement of claim and supporting documents (see [Claim on the bond and/or compensation](#)).

Residential parks dispute

- Residential park agreement (if there is one).
- Other documents as for [Rooming house dispute](#) (above).

Claim on the bond and/or compensation

- Statement/summary of claims.
- Inspection sheets/photos.
- Invoices/quotes.
- Rent records.
- Break lease calculations.
- Witness statements.

Tenants' applications – compensation, repairs etc

- List of claims and proof of the amounts that you are claiming (eg quotes or receipts).
- Tenancy agreement(s) (if you have a written agreement).
- [Rent records](#) (if you are claiming rent).
- SA Water invoices or [water calculations](#).
- Receipts and invoices for repairs, gardening, cleaning etc.
- Quotes.
- Photographic evidence and other evidence only if it is relevant to what you are claiming.
- Ingoing and outgoing inspection sheets.

Retirement villages

- Residence agreements.
- Written explanation of the issues in dispute.
- Evidence relevant to the application (such as recent statements of account of the administering authority, emails, letters or other correspondence between the parties).
- A copy of both sides of your relevant concession card (if you are seeking a fee waiver).



Housing & tenancies

Break-lease charges

- If the tenant vacated prior to the expiry of the tenancy, you may be able to claim some of a re-letting fee and some advertising costs. See Consumer and Business Services [Claiming for costs from a broken lease.](#)

Other

- Tenancy agreement(s) (if you have a written agreement).
- A written statement about your application and documented support.
- Any evidence in support of your application.

More detailed information is available from the Consumer and Business Services website:
<http://www.cbs.sa.gov.au/wcm/rentingletting/>

SACAT does not guarantee the accuracy or completeness of this Information Sheet and does not accept any responsibility if you rely on it.

You should always seek your own legal advice.