



Tenancy Guarantee Claim Form

Please print in BLOCK LETTERS with a black or blue pen

This form is to be completed by a Landlord/Agent making a claim against a Tenancy Guarantee. Please read *Tenancy Guarantee Information for Landlords and Agents* for the conditions of the tenancy guarantee. For information or assistance with this form, contact **1800 422 322**. Please mark relevant boxes with a If you need more room to answer any question, please include details on a separate page and attach it to this form.

Payment reference number

Application reference number

T-File number (if applicable)

Landlord/Agent details

Name of Landlord/Agent

Unit/House number

Street/Avenue

Town or Suburb

Postcode

Phone

Fax

Email

Tenant details

Title

Mr, Mrs, Ms, Miss

Last name or family name

Given name (s)

Unit/House number

Street/Avenue

Town or Suburb

Postcode

Forwarding address
(if known)

Unit/House number

Street/Avenue

Town or Suburb

Postcode

Details of claim

Claim date

Tenancy Guarantee expiry date

What is the total amount being claimed for
arrears/damage?

Have you lodged a claim for a refund of bond with the *Rental Bond Board*?

Yes

No

Please specify when

DD / MM / YYYY

What is the total bond amount?

\$

Did the tenant dispute the claim?

Yes

No

What amount is claimed against the Tenancy Guarantee?

\$

What does the claim cover?

Damage

Rent

Please provide details below

Please provide details below

Comment

Evidence

The following documentation will assist in the processing of your claim. Please indicate what documentation is attached to the Claim form.

Residential Tenancy Agreement

Yes

No

Post vacate– property condition report

Yes

No

Copy of NCAT orders

Yes

No

Details of steps you have taken to mitigate loss

Yes

No

Evidence establishing the amount of any debt owed by the tenant

Yes

No

Copies of quotes for repairs

Yes

No

Itemised invoice up to \$1,500 including GST

Yes

No

Evidence that you received a full refund of the bond from the Rental Bond Board

Yes

No

Other

Yes

No

Comment

Landlord/Agent's name (please print)

Signature

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