



## 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.*