

## Documents to support a non-consented bond claim

When all or part of a bond is claimed without a tenant or resident's consent a landlord, agent, proprietor or park operator is required to provide a list of claims and supporting documents to assist Consumer and Business Services (CBS) to assess entitlement to the claim.

Supporting your claim with the correct documents will avoid the cost and delay of having to apply to the South Australian Civil and Administrative Tribunal (SACAT) to have your claim dealt with.

Examples of details and documents that can be provided to support a claim:

Claim	Documents required
Rent arrears	<ul style="list-style-type: none"> <li>• Full rent records for the entire tenancy – <i>Rent receipts and records</i></li> <li>• All lease agreements</li> <li>• All extensions of lease</li> <li>• All rental increases</li> </ul>
Water costs	<ul style="list-style-type: none"> <li>• SA Water bill – front and back of account to verify meter readings and rates charged for use and supply</li> <li>• Calculations based on meter readings – <i>Charging for water</i></li> <li>• Inspection sheet that shows final meter reading (can also provide photo of meter reading)</li> <li>• Lease agreement</li> </ul>
Break lease charges	<ul style="list-style-type: none"> <li>• Advertising account – full copy of trader invoice</li> <li>• Advertising fee calculations in full – <i>Break lease costs</i></li> <li>• Reletting fee calculations in full</li> <li>• New tenant lease agreement</li> <li>• Profit offset – including all calculations – if applicable</li> </ul>
Cleaning Carpet cleaning Rubbish removal Repairs Gardening	<ul style="list-style-type: none"> <li>• Trader invoice/quote or detailed breakdown of own time</li> <li>• Calculations of own time spent*</li> <li>• Receipts for materials purchased</li> <li>• Ingoing and outgoing inspection sheets</li> </ul>
Any other claim	<ul style="list-style-type: none"> <li>• Documents/receipts to support the amount claimed</li> <li>• Each claim must be individually itemised</li> </ul>

### Important information for other claims

Carpet replacement	Age of carpet is required
Painting	Date when property last painted is required
Changing locks	Locks are generally only claimable after a tenant has been evicted by SACAT – copy of eviction order is required

<b>Total claim:</b>	<i>All your claims added together should amount to your total claim against the bond. If your claim is greater than the original bond refund application you will be required to apply to SACAT for a determination.</i>
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\* The hourly rate allowed by SACAT for own time spent is \$26.48.