

Notice of Dispute - Security Deposit Disbursement

Section 46 of the *Residential Parks Act 2026*.

Under the *Residential Parks Act 2026*, a security deposit can only be retained or claimed in certain circumstances permitted by the Act. Residents and park owners should attempt to resolve any disagreement directly before lodging a formal dispute.

This form is used to dispute how a security deposit is to be paid out at the end of a residential park agreement.

A dispute is lodged with the Commissioner, who will determine the amount (if any) to be paid to the park owner in accordance with section 44 of the *Residential Parks Act 2026*.

If you are not satisfied with the Commissioner's determination, you may appeal to the Tasmanian Civil and Administrative Tribunal (TASCAT) under section 105 of the Act, within 7 days of the determination

When completing this form, provide as much information as possible to help the dispute be considered and resolved efficiently. Copies of all relevant documents should be attached.

Instructions on how to complete the form

1. Complete all sections of the form.
2. Attach copies of any supporting documents, such as photographs, receipts, invoices, condition reports, rent records or correspondence.
3. Keep a copy of the completed form and attachments for your records.
4. Submit the completed form in accordance with the instructions provided by the Rental Deposit Authority on page 2.

How to lodge this form

If you want to dispute a security deposit claim, you must include a copy of the original security deposit lodgement form you are disputing.

Time limits for lodging a dispute:

- **Residents:** You can lodge a dispute before the application is lodged with the Rental Deposit Authority, or within 10 days after it has been lodged.
- **Park owners:** You must lodge a dispute within 10 days after the application has been lodged with the Rental Deposit Authority.

A dispute lodged by a resident or park owner must be accompanied by the prescribed fee.

The Commissioner may reduce, waive or refund the fee if they believe another party has acted dishonestly or unreasonably.

In some circumstances, the Commissioner may accept a dispute lodged after the time limit has expired, provided the security deposit has not yet been paid out.

Submit the completed form and supporting documents to Residential Tenancy Commissioner:

- Email: RDA@justice.tas.gov.au
- Post: PO Box 56, Rosny Park TAS 7018

Residential park agreement details

Residential park details

Name of residential park

Address of residential park

Park owner details

Name of park owner

Address for service

Email

Phone

Resident details

Name of resident

Site number/site description

Email

Phone

Details of proposed disbursement being disputed

Provide details of the proposed disbursement (including any application made under section 45, if known)

Dispute details

Party lodging dispute

Full name

Tick one:

☐

Park owner

☐

Resident

Details of dispute

State why the proposed disbursement is disputed (attach evidence if required)

Proposed distribution (if different)

The Commissioner can only determine that an amount be paid to the park owner for the limited reasons set out in section 44 of the Act — that is, the reasonable cost of replacing keys or locks not returned, outstanding rent, and the reasonable cost of removing refuse (including abandoned property) from the site.

Park owner

Resident

Signature of party lodging dispute

Printed name

Position/capacity (if applicable)

Signature

Date