

06

COMMISSIONER AND COURT APPLICATION PACK

TAS —
Magistrates
Court

Residential Tenancy Act 1997 (Tas) — Residential Tenancy
Commissioner / Magistrates Court

The escalation step when prior requests are ignored — Tasmania splits disputes between two bodies

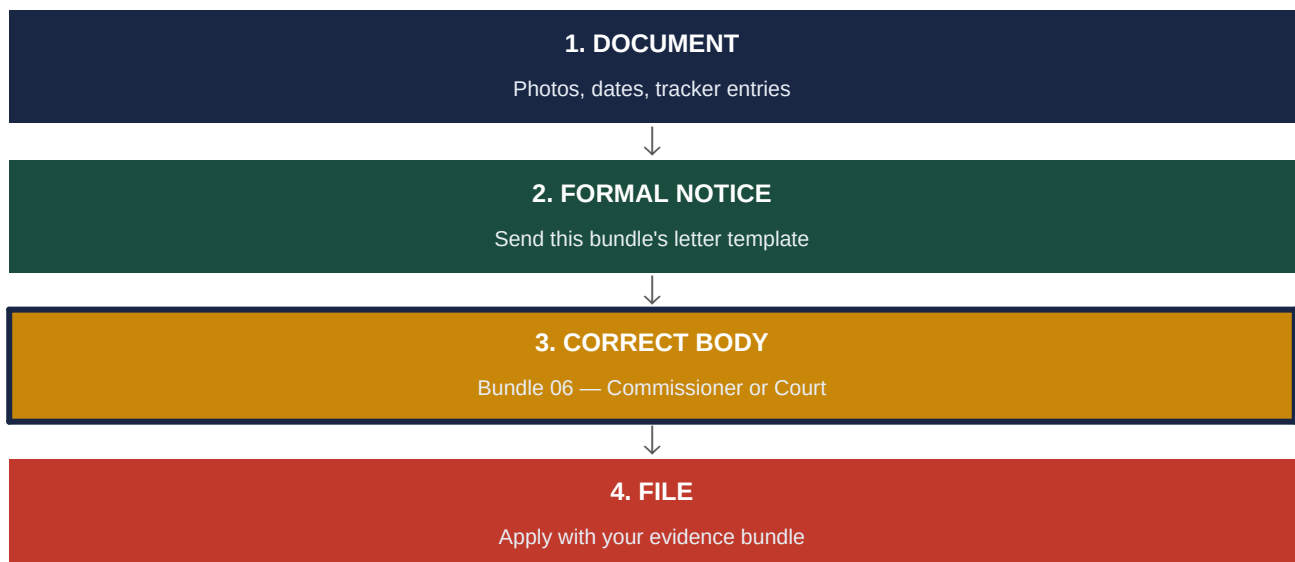
WHEN TO USE THIS BUNDLE

Use this bundle whenever a dispute under any other bundle in this system has not been resolved through direct negotiation and needs to escalate — repairs, quiet enjoyment, entry notices, rent increases, bonds, terminations, or any other breach.

KNOW THE LAW — ESCALATING BEYOND DIRECT NEGOTIATION

Tasmania is unique in splitting tenancy disputes between two bodies: the Residential Tenancy Commissioner handles bonds, the tenancy database, rent increases, and repairs. The Magistrates Court's Minor Civil Division (claims under \$15,000) handles terminations, abandonment, and compensation directly, and hears appeals from the Commissioner. TASCAT determines pet-refusal disputes specifically.

HOW THE SYSTEM WORKS — YOUR ESCALATION PATH



The highlighted box shows where this bundle fits in the journey.

01 Confirm you have a documented paper trail

You should have at least two prior written requests that were ignored or not properly addressed.

02 Identify the correct body for your dispute type

Repairs, bonds, rent increases → Residential Tenancy Commissioner. Terminations, abandonment, compensation → Magistrates Court. Pet refusals → TASCAT.

03 Build your Evidence Index

One row per exhibit, numbered, in chronological order — photos, emails, invoices.

04 File at the correct body

Filing at the wrong body will simply get you redirected — check first.

05 Log every step in the Escalation Log

Record the dispute type, the correct body, prior requests, and outcome.

IF YOU NEED TO ESCALATE — WHAT MAGISTRATES COURT CAN ORDER

The Commissioner and the Magistrates Court can each order compliance, repairs, compensation, and bond release within their respective jurisdictions. Commissioner decisions can be appealed to the Magistrates Court.

★ GOOD TO KNOW — GETTING THE WRONG BODY FIRST TIME WASTES REAL TIME

Go to the Court with a bond dispute and you'll be redirected to the Commissioner. Go to the Commissioner with a termination matter and you'll be redirected to the Court. Check the Correct Body column before filing anywhere.

■ CRITICAL — TWO DIFFERENT BODIES HANDLE DIFFERENT DISPUTES

The Residential Tenancy Commissioner handles bonds, the tenancy database, rent increases, and repairs. The Magistrates Court handles terminations, abandonment, and compensation, plus appeals from the Commissioner.

■ CRITICAL — BUILD YOUR EVIDENCE INDEX AS YOU GO

A numbered, chronological Evidence Index is expected at both the Commissioner and the Court — don't leave it until the last minute.

TEMPLATE — APPLICATION COVER LETTER

Residential Tenancy Act 1997 (Tas) — Residential Tenancy
Commissioner / Magistrates Court

TAS —
Magistrates
Court

1. COPY

Copy the letter below into a new email

2. FILL

Replace every **[bracketed]** field with your
details

3. SEND

Email it — request a read receipt, save a
copy

Fill in every **[bracketed]** field. Use this as your cover letter/evidence summary when filing.

SUBJECT:

SUMMARY OF DISPUTE — TENANCY MATTER: **[Insert Property Address]**

I am writing to summarise an unresolved tenancy dispute at the above-referenced property, in preparation for an application to **[Insert: Residential Tenancy Commissioner / Magistrates Court]**.

1. NATURE OF DISPUTE

- Dispute Type: **[e.g., unresolved repair request]**
- Prior Requests: **[Insert dates of prior written requests, e.g., 14/06/2026 and 21/06/2026]**

2. EVIDENCE

- A chronological Evidence Index is attached, itemising all correspondence and evidence relevant to this dispute.

3. OUTCOME SOUGHT

- I am seeking: **[e.g., completion of the outstanding repair within 14 days]**.

Yours sincerely,

[Your Full Name]

[Property Address]

[Date]

[Contact Number / Email]