

TRACKERS ONLY

TAS TENANCY ADVOCACY SYSTEM

Evidence Trackers Only — 13 Bundles, No Guides or Templates
Tasmania, Australia

HOW TO RUN YOUR EVIDENCE TRACKERS

This is a trackers-only pack — your Evidence Tracker is the whole system. Five habits turn it into evidence that stands up when you escalate.

1

Open one tracker per issue

Open the relevant bundle's Evidence Tracker the moment you send your first notice. Log that send as entry 1.

2

Let the Status column drive your follow-up

Use the colour-coded status dropdown: Outstanding → In Progress → Escalated → Resolved. Anything Outstanding for more than 14 days needs escalation.

3

Name your Evidence References consistently

Name every photo, screenshot, and email consistently: e.g., Photo_Bathroom_01_15Mar26.jpg. Log the filename in the tracker.

4

Set a Follow-Up Required By date — every time

Set this the moment you send anything. If no response by that date, escalate.

5

Print your tracker before you file

Your Evidence Log becomes your Evidence Index — the first document you present.

This system gives Tasmanian renters plain-English guidance on their rights, grounded in the Residential Tenancy Act 1997 (Tas) as amended by the 2024–2026 reforms — including the new Residential Tenancy Commissioner and Part 3C pet rights. It is information only — not legal advice. For complex disputes, contact the Tenants' Union of Tasmania or a community legal centre.

WHAT'S IN YOUR SYSTEM — 13 BUNDLES, IN TENANCY ORDER

#	BUNDLE	USE WHEN	KEY LAW
01	Condition Report Dispute	Move-in discrepancies between the report and the actual property	s.26
02	Noise and Quiet Enjoyment	Persistent noise from owner-controlled sources — diary-based evidence	s.55
03	General Repair Request	Non-urgent maintenance — appliance, plumbing, structural damage	s.32
04	Urgent Repair Notice	Essential service failure — water, gas, electricity, heating	s.33
05	Minimum Housing Standards	Structural, weatherproofing, or smoke alarm standards not met	Parts 3A, 3B
06	Commissioner & Court Application Pack	Escalation — repairs/bonds to Commissioner, terminations to Court	n/a
07	Entry Notice Response	Deficient entry notice — inadequate notice, too frequent	s.56
08	Rent Payment Protection	Real-time payment ledger — your defence against arrears allegations	n/a
09	Rental Increase Contest	Rent increase that is excessive or invalid	s.20, s.23
10	Pet Consent Request	Pet request — owner must not unreasonably refuse	Part 3C
11	Lease Assignment & Subletting	Formal request to transfer your lease or sublet to a new occupant	RTA 1997
12	Termination Notice Challenge	Termination notice received — check it states a valid ground	s.42
13	Bond Return Request	End of tenancy — formal demand for bond release	s.25, ss.29A–29G

Each bundle contains a Bundle Guide PDF (instructions, the law, and a ready-to-send template) and an Evidence Tracker XLSX to document your interactions, dates, and costs.

KEY TASMANIAN CONTACTS

ORGANISATION	ROLE	CONTACT
Residential Tenancy Commissioner	Bond, database, rent increase and repair disputes	cbos.tas.gov.au
Magistrates Court (Minor Civil)	Terminations, abandonment, compensation, appeals	magistratescourt.tas.gov.au
TASCAT	Pet-refusal disputes under Part 3C	tascat.tas.gov.au
Tenants' Union of Tasmania	Free tenancy advice and advocacy support	tutas.org.au
Consumer, Building and Occupational Services (CBOS)	General tenancy information and guidance	cbos.tas.gov.au

THE FIVE GOLDEN RULES OF TENANCY ADVOCACY

01

If it isn't in writing, it didn't happen.

Every request, every response, every phone call — put it in writing and keep a copy. A verbal promise to fix something is worthless. An email confirming that promise is evidence.

02

Never, under any circumstances, withhold rent.

Withholding rent — even during an unresolved urgent repair — gives the owner grounds for a termination notice and destroys your position at the Commissioner or Court. Pay rent in full, always.

03

Update your Evidence Tracker in real time.

Log every interaction the moment it happens — not from memory two weeks later. The Commissioner and the Magistrates Court require specifics: exact dates, exact times, exact words.

04

Always follow a phone call with an email.

After any verbal conversation with your agent, send an email: 'Further to our phone conversation today, you confirmed [X]. Please reply to confirm.' This converts a verbal agreement into written evidence.

05

Cite section numbers when you escalate.

Agents deal with tenants who don't know their rights every day. Quoting the correct section of the Act immediately signals you are informed and serious.

KEY SECTION NUMBERS — RTA 1997 (TAS) AT A GLANCE

When you escalate to the Residential Tenancy Commissioner or the Magistrates Court, citing the correct section number signals you are prepared and serious. These are the sections most commonly used in residential tenancy disputes.

SECTION	WHAT IT COVERS	RELEVANT BUNDLE
s.20	Rent increases — at least 60 days written notice	Bundle 09
s.23	Unreasonable rent increase — application to the Commissioner	Bundle 09
s.25	Security deposit (bond) — maximum 4 weeks' rent	Bundle 13
s.26	Condition report — required at the start of the tenancy	Bundle 01
s.32	General repairs — owner must attend within a set timeframe	Bundle 03
s.33	Urgent repairs — essential services, generally 24-hour response	Bundle 04
s.42	Notice to vacate — must state one of the Act's recognised grounds	Bundle 12
s.55	Quiet enjoyment — penalty up to 50 penalty units for interference	Bundles 02, 07
s.56	Right of entry — notice periods and frequency limits	Bundle 07
Part 3C	Pets — owner must not unreasonably refuse, TASCAT determines disputes	Bundle 10

■ CRITICAL — THE MOST IMPORTANT HABIT

The single most important habit in any tenancy dispute: open your Evidence Tracker the moment an issue arises and log every interaction as it happens. Renters who document in real time succeed at the Commissioner and the Court. Renters who reconstruct from memory rarely do.

★ GOOD TO KNOW — THESE TRACKERS ARE ONLY HALF THE SYSTEM

This Quick Start pack gives you the 13 colour-coded Evidence Trackers — the essential habit. The Complete System adds a plain-English Bundle Guide and a ready-to-send letter template for every one of these 13 bundles, citing the exact section of the Act every time. It's how a renter knows to lodge their own bond claim the day they vacate — instead of waiting for the agent — and every other move like it, already written for you, ready to copy, fill, and send. Get the Complete System at therentalsystem.com.