

**FEDERAL JURISDICTION PROCEEDINGS**

**ANNEXURE – APPLICATIONS FOR RETAIL AND COMMERCIAL LEASE MATTERS**

**WHO SHOULD USE THIS FORM?**

This form should be used if a federal jurisdiction application to the Magistrates’ Court is being made, and the matter relates to a retail tenancy dispute under the *Retail Leases Act 2003* or a commercial tenancy dispute of which VCAT previously held exclusive jurisdiction.

This form **must** accompany the “Form 10A” and filed together with relevant supporting documentation.

**APPLICATION INFORMATION – TO BE COMPLETED BY APPLICANT**

1. **APPLICANT INFORMATION**

Please indicate in what capacity you bring this claim:

[ ]  Landlord [ ]  Guarantor

[ ]  Tenant [ ]  Other

If other, please specify:

1. **CLAIM DETAILS**

**What is the application about?**

[ ]  Retail lease

[ ]  Commercial lease

[ ]  Other, please specify

**Provide the address of the leased premises below:**

**Has a notice to vacate been served under s 146 of the Property Law Act? If yes, state the date it was served**

[ ]  Yes

Date notice to vacate was served:

 / /

[ ]  No

1. **SUPPORTING DOCUMENTATION**

**The following documentation must be attached to this application:**

[ ]  **Certificate from the Small Business Commissioner – required for all applications about a retail lease unless the application is:**

* For an injunction
* For outstanding rent only
* About a dispute for a rental determination by a specialist valuer
* To enforce terms of settlement at the Small Business Commission.

[ ]  **Lease agreement – if the application concerns a retail lease.**

[ ]  **ASIC Company Extract – if the respondent is a company.**

Company Extracts may be obtained at [www.asic.gov.au](http://www.asic.gov.au)

[ ]  **Notice to vacate under s 146 of the Property Law Act – if a Notice to Vacate has been served.**