RENTAL BONDS LODGEMENT FORM

This form is to be used to lodge a residential bond under the [*Residential Tenancies Act 1997*](http://www.legislation.act.gov.au/a/1997-84/current/pdf/1997-84.pdf) (the Act.

Email completed application forms to: [rb@act.gov.au](mailto:rb@act.gov.au) before making a deposit.

Bond and tenancy details (The whole bond amount must not exceed 4 weeks rent)

|  |  |  |
| --- | --- | --- |
| Whole bond amount | Weekly rent amount | Tenancy commencement date |
| $ | $ |  |

Part payment information (Complete for part payment only)

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Is this a part payment: Yes No | Lodgement Amount: | $ | Existing bond number: |  |

Rented premises details

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| Unit number | Street number | | Street and complex name (if applicable) | | Suburb | Postcode |
|  |  | |  | |  |  |
| Number of bedrooms: |  | Dwelling Type: | | Separate House Townhouse/Semi-detached Flat/unit | | |

Tenant details-(Only tenants that have contributed to the bond, not children or other people that have not contributed to the bond, should be noted)

|  |  |  |  |
| --- | --- | --- | --- |
| Full name | Email address | Daytime telephone number | Signature or Company seal |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |

Lessor details-(Full names must be provided even when a managing agent is appointed)

|  |  |  |  |
| --- | --- | --- | --- |
| Full Name or Company |  | Email |  |
| Postal Address |  | Contact number |  |
| Signature/s |  |

Managing agent details

|  |  |  |  |
| --- | --- | --- | --- |
| Agent’s name |  | Email |  |
| Postal Address |  | Contact number |  |
| Signature/s |  |

Payment details (Bonds may be deposited by cheque, money order or credit card when lodged by post or by credit card by email)

|  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| VISA Mastercard | Expiry Date: | | | | / / | | | | | | | | Amount: | | | | $ | | | | | | |
| Cardholder Name: |  | | | | | | | | Cardholder Signature: | | | | | | | |  | | | | | | |
| Card number |  |  |  |  | |  |  |  | |  |  |  | |  |  |  | |  |  |  |  |  |  |

Direct Deposit Details: The details for direct deposits are:

**Access Canberra Rental Bonds**

Westpac Bank

**BSB**: 032-777

**Account Number**: 002095

**Description of deposit**: Address of the property being rented

Office use only

|  |  |  |
| --- | --- | --- |
| Received by: Mail/Email | Processed by: | Authorised by: |

* If completing this form by hand please use a black pen only.
* This office will not accept lodgement of this form if it is not completed in full.
* Any alteration to information provided on this form must be struck through with a black pen. Substitute information must be clear and all parties must sign in the margin. Do not use correction fluid or tape.
* The total amount of bond must not exceed the sum of four weeks rent. Monthly rental amounts are not permitted for the purposes of determining the amount of bond to be lodged. It is the responsibility of the lessor or managing agent to provide a receipt/s to the tenant/s upon the payment of bond money.
* It is a requirement under the Act that all residential rental bonds are to be lodged with this office. Lessors are required to lodge a rental bond within two weeks of the receipt of the bond. Penalties may apply for failure to comply.
* The Act requires that Lessor’s details be provided regardless of the appointment of an Agent.
* Only persons that have contributed to the bond should be noted as tenants. Children of the tenants or any other person that does not contribute to the payment of the bond should not be noted on this form.
* All persons referred to on this form must sign in the relevant section. Failure to sign may result in delays when applying for a refund of bond money.
* The spelling of a person’s name on the form must be consistent with how it appears on their identification, i.e. the persons current driver licence or passport. Do not use nicknames or abbreviated names.
* If a company or embassy is paying for the bond on behalf of the tenant/s, the company or embassy should be noted as the tenant for the purposes of lodging the bond.
* Bonds paid by personal cheque will not be refunded less than 30 days after the date of lodgement.
* All cheque’s and money orders should be made payable to ACT Rental Bonds.
* Please note bond money will be divided equally among the tenants noted on this form upon lodgement of a validly completed refund of bond form. If the tenants do not wish the bond to be refunded in equal amounts, a written statement signed by all tenants must accompany the refund of bond form indicating the amount to be refunded to each tenant.
* Are you paying land tax on this rental property?  If the answer is no, you will need to advise the Commissioner for ACT Revenue as land tax can apply to any ACT residential property that is rented.  Visit the ACT Revenue Office web site at [www.revenue.act.gov.au](http://www.revenue.act.gov.au/__data/assets/word_doc/0008/1079702/www.revenue.act.gov.au).

**CONTACT DETAILS AND LODGEMENT INFORMATION**

Post completed application forms to:

ACT Rental Bonds

GPO Box 158

Canberra ACT 2601

For further information on rental bonds refunds visit our website [www.revenue.act.gov.au](http://www.revenue.act.gov.au) or contact Rental Bonds on 132281.

**PRIVACY INFORMATION:** The Act authorises the collection of the information required by this form.  Any unreasonable intrusion into a person’s privacy in accordance with the Information Privacy Act 2014 will be prevented.  However, identifiable information is provided to law enforcement organisations and authorised organisations that have legal authority to request information under prescribed circumstances. Information may also be released to the Commissioner of Social Housing where a Housing ACT bond loan exists over the bond. Non-identifying information is regularly released to the Real Estate Institute of Australia.