CHANGE OF TENANT’S FORWARDING ADDRESS

This form is to be used to provide this office with forwarding addresses of tenants at the end of tenancy under the [*Residential Tenancies Act 1997*](http://www.legislation.act.gov.au/a/1997-84/current/pdf/1997-84.pdf).

Rented premises details

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Unit number | Street Number | Street & Complex Name (If Applicable) | Suburb | Postcode |
|  |  |  |  |  |

Tenant’s forwarding address and contact details

|  |  |  |  |
| --- | --- | --- | --- |
| Full Name |  | Contact Phone No (1) |  |
| Postal Address |  | Contact Phone No (2) |  |
| Email |  |

Date the change of address takes effect on

|  |  |
| --- | --- |
| Date |  |

Signature of tenant providing forwarding address details

|  |  |  |  |
| --- | --- | --- | --- |
| Signature |  | Date signed |  |

Office use only

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

* If completing this form by hand please use a black pen only.
* 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.
* This form is only to be used to change the forwarding address of one tenant. Please complete a separate form if changing any other tenant’s forwarding addresses.
* To avoid unnecessary delays, please ensure that the form is completed correctly and in full.

**CONTACT DETAILS AND LODGEMENT INFORMATION**

Post completed application forms to:

ACT Rental Bonds

PO Box 293

CIVIC SQUARE ACT 2608

Email completed application forms to: rb@act.gov.au

For further information on rental bonds refunds visit our website [www.revenue.act.gov.au/rental-bonds](https://www.revenue.act.gov.au/rental-bonds) or contact us by phone on (02) 6207 0028.

**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.