

**ACT RENTAL BONDS**

**Bond Refund Form**

ACT Revenue Office

This form is to be used to refund a residential bond under the [*Residential Tenancies Act 1997*](https://www.legislation.act.gov.au/a/1997-84/default.asp)*.* Email completed forms to: [rb@act.gov.au](mailto:rb@act.gov.au). **Electronic signatures are NOT accepted**.

|  |  |  |
| --- | --- | --- |
| **Rented property details** | Bond number (if known): |  |

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Unit number | Street number | Street name | Suburb | Postcode |
|  |  |  |  |  |

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Refund details** | Amount of bond refunded to Tenant/s | $ | Amount of bond refunded to lessor/managing agent | $ |

**Tenant details**: complete this section, tenants to sign to approve payment to lessor/ agency and to confirm bank details

|  |  |  |  |
| --- | --- | --- | --- |
| Full Name |  | Account name |  |
| Postal address |  | BSB number (6 digits) |  |
| Account number |  |
| Email |  | Signature | **No Electronic Signatures** |
| Contact number |  | Date |  |

|  |  |  |  |
| --- | --- | --- | --- |
| Full Name |  | Account name |  |
| Postal Address |  | BSB number (6 digits) |  |
| Account number |  |
| Email |  | Signature | **No Electronic Signatures** |
| Contact Number |  | Date |  |

|  |  |  |  |
| --- | --- | --- | --- |
| Full name |  | Account name |  |
| Postal address |  | BSB number (6 digits) |  |
| Account number |  |
| Email |  | Signature | **No Electronic Signatures** |
| Contact number |  | Date |  |

**Agency details (or lessor if no agency) –** must be signed to approve payment to tenant/s

|  |  |  |  |
| --- | --- | --- | --- |
| Agency name |  | Account name |  |
| Postal address |  | BSB number (6 digits) |  |
| Account number |  |
| Email |  | Signature | **No Electronic Signatures** |
| Contact number |  | Date |  |

**Statement of deductions (actual or estimated)**

|  |  |
| --- | --- |
| Deduction | Amount |
|  | $ |
|  | $ |
|  | $ |
|  | $ |
|  | $ |
|  | $ |
|  | $ |
|  | $ |
| TOTAL | $ |

* Incomplete applications (including electronic signatures) will not be processed.
* If completing this form by hand, please use a black pen only. Do not use correction fluid or tape.
* 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.
* Refunds are paid by electronic funds transfer (EFT) ONLY. Where EFT account details are not completed in full refunds will be held as unclaimed monies.
* If the funds are to be deposited by EFT into a third-party account, the third party account details must be noted next to the tenant or lessor’s name and the tenant/s or lessor must sign, authorising the funds to be refunded into that third party account.
* Please note bond money will be divided equally among the tenants listed on the bond receipt. If the tenants do not wish the bond to be refunded in equal amounts, a written signed statement including photo identification (Passport/ driver licence) by all tenants must accompany the refund of bond form indicating the amount to be refunded to each tenant.

**CONTACT DETAILS AND LODGEMENT INFORMATION**

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 Notice:** The [*Residential Tenancies Act 1997*](https://www.legislation.act.gov.au/a/1997-84/) authorises the collection of the information required by this form and will be handled in accordance with the [*Information Privacy Act 2014*](https://www.legislation.act.gov.au/a/2014-24/).  Information may also be disclosed to the Commissioner of Social Housing where a Housing ACT bond loan exists over the bond under the [*Housing Assistance Act 2007*](https://www.legislation.act.gov.au/a/2007-8/). De-identified information is regularly released to the Real Estate Institute of Australia for research and statistical purposes.

Please read our [Privacy Policy](https://www.revenue.act.gov.au/privacy) which sets out how personal information is collected, used and disclosed by the Commissioner for ACT Revenue and the ACT Revenue Office, how you may access and seek correction of your personal information, and how you may complain about breaches of privacy.