REVOCATION OF MANAGING AGENT FORM

This form is to be used by a lessor to revoke the authority of a managing agent to act on their behalf in respect to a bond lodged with this office under the [*Residential Tenancies Act 1997*](http://www.legislation.act.gov.au/a/1997-84/current/pdf/1997-84.pdf). Complete this form by hand using black pen only.

Rented premises details

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

Lessor details

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

Name of managing agent whose authority is being revoked

|  |  |
| --- | --- |
| Full Name |  |

Date the revocation of managing agent takes effect on

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

Supporting evidence **–** Please ensure both of the following forms of proof of identity are attached

|  |  |
| --- | --- |
| Rates Notice | Please attach a photocopy of a current rates notice for proof of ownership |
| One of the following pieces of evidence:   * Drivers licence * Passport * Proof of Identity card | Please attach a photocopy of your driver’s licence, passport or proof of identity card for signature verification |

* 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.
* To avoid unnecessary delays, please ensure that the form is completed correctly and in full.
* It is necessary for the lessor to provide a copy of a current rates notice for proof of ownership as well as a copy of their driver’s licence, passport or proof of age card for signature verification.
* Electronic signatures will not be accepted.

**CONTACT DETAILS AND LODGEMENT INFORMATION**

Post completed application forms to: ACT Rental Bonds, PO Box 293, Civic Square ACT 2608 or email your completed application forms to: [rb@act.gov.au](mailto:rb@act.gov.au) with the property address as the subject header.

For further information on rental bonds visit our website [www.revenue.act.gov.au](http://www.revenue.act.gov.au) or contact the Rental Bonds Office on 13 22 81.

**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.