CHANGE OF LESSOR OR MANAGING AGENT FORM

This form is to be used to change the registered lessor or managing agent on a bond during a tenancy under the [*Residential Tenancies Act 1997*](http://www.legislation.act.gov.au/a/1997-84/current/pdf/1997-84.pdf). Please print clearly and use black pen only.

Rented premises details

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

Tenant details

|  |  |
| --- | --- |
| Surname | Given Name |
|  |  |
|  |  |
|  |  |

|  |  |
| --- | --- |
| Date the change of lessor/managing agent takes effect on |  |

OLD lessor / managing agent details

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

NEW lessor / managing agent details

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

* 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. Electronic signatures will not be accepted.

**CONTACT DETAILS AND LODGEMENT INFORMATION OPTIONS**

Post completed application forms to: ACT Rental Bonds, PO Box 293, Civic Square ACT 2608.

Email completed application forms to: [rb@act.gov.au](mailto:rb@act.gov.au) with the property address in the subject header.

For for further information on rental bonds 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.