TRANSFER OF RENTAL PREMISES

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

Current rented premises details

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

New rented premises details

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

Bond and tenancy details for new premises

|  |  |
| --- | --- |
| Number of bedrooms | Dwelling type |
|  | Separate House Townhouse/Semi-detached Flat/unit |

Bond amount details

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Current bond amount held | New bond amount | Bond amount to pay or refund | New premises weekly rent | Commencement date of new tenancy |
|  |  |  |  |  |

Tenant details – (This form cannot be used to change the tenant/s listed on the bond)

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

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

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

Managing agent details (or lessor details when no managing agent) (Agent or lessor must sign to approve transfer of premises)

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

* If completing this form by hand please use a black pen only.
* This office will not process 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.
* All tenants currently registered on the bond must be listed and sign on page one of this form.
* If the bond amount is to increase, please arrange for an Electronic Funds Transfer (EFT) payment to Rental Bonds. This office will not process this form if the payment for the difference is included as part of a Bulk Bond Lodgement. A separate payment must be provided.
* All persons referred to on this form must sign in the relevant section. This form is unable to be processed if not signed by all persons.
* 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

Email 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 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.