REQUEST TO STOP AND REISSUE REFUND FORM

This form is to be used to request that a cheque refund be stopped and reissued in relation 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).

Rented property details

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

Payee details

|  |  |  |  |
| --- | --- | --- | --- |
| Full Name |  | Daytime phone number |  |
| Postal Address |  | Mobile phone number |  |
| Email |  |
| Signature and date |  | | |

Form of payment for reissue – Please attach proof of identity of account holder.

|  |  |  |
| --- | --- | --- |
| EFT Account details | Account holders name |  |
| BSB number |  |
| Account number |  |
| Bank name and branch |  |
| Copy of photo identification attached | A copy of your driver’s licence, passport or proof of age card must be attached to this application for signature verification purposes. | |

* Incomplete applications will not be processed.
* 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 or blue 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 to provide a copy of your 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

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

For further information on rental bonds visit our website [www.revenue.act.gov.au/rental-bonds](http://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.