BOND REFUND FORM

This form is to be used to refund a residential bond under the *[Residential Tenancies Act 1997](http://www.legislation.act.gov.au/a/1997-84/default.asp)*

Rented property details

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| 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/managing agent and to confirm bank details

|  |  |  |  |
| --- | --- | --- | --- |
| Full Name |  | Account Holders Name |  |
| Postal Address |  | BSB Number (6 digits) |  |
| Account Number |  |
| Email |  | Signature |  |
| Contact Phone No |  | Date |  |

|  |  |  |  |
| --- | --- | --- | --- |
| Full Name |  | Account Holders Name |  |
| Postal Address |  | BSB Number (6 digits) |  |
| Account Number |  |
| Email |  | Signature |  |
| Contact Phone No |  | Date |  |

|  |  |  |  |
| --- | --- | --- | --- |
| Full Name |  | Account Holders Name |  |
| Postal Address |  | BSB Number (6 digits) |  |
| Account Number |  |
| Email |  | Signature |  |
| Contact Phone No |  | Date |  |

Managing agent details (or lessor if no managing agent) – complete this section, managing agent/lessor to sign to approve payment to tenant/s

|  |  |  |  |
| --- | --- | --- | --- |
| Full Name |  | Account Holders Name |  |
| Postal Address |  | BSB Number (6 digits) |  |
| Account Number |  |
| Email |  | Signature |  |
| Contact Phone No |  | Date |  |

Statement of deductions (actual or estimated)

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

* Incomplete applications 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 lodgement form upon receipt of a validly completed refund of bond form. 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.
* 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 with the property address in 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 E