OCCUPANCY BOND LODGEMENT FORM

This form is to be used to lodge an occupancy bond under the [*Residential Tenancies Act 1997*](http://www.legislation.act.gov.au/a/1997-84/current/pdf/1997-84.pdf) (the Act).

Bond and occupancy details (The whole bond amount must not exceed 4 weeks rent)

|  |  |  |  |
| --- | --- | --- | --- |
| Whole bond amount | Amount being paid | Weekly rent amount | Tenancy commencement date |
| $ | Full Part $ | $ |  |

Occupied premises details

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Unit number | Street number | Street Name | Suburb | Postcode |
|  |  |  |  |  |

Occupant details-(Only occupants that have contributed to the bond, not children or other people that have not contributed to the bond, should be listed)

|  |  |  |  |
| --- | --- | --- | --- |
| Full name | Email address | Daytime telephone number | Signature or Company seal |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |

Lessor/s details- (Lessor details must be provided even when a managing agent is appointed)

|  |  |  |  |
| --- | --- | --- | --- |
| Full Name or Company |  | Email |  |
| Postal Address |  | Contact number |  |
| Signature/s |  |
| Full Name or Company |  | Email |  |
| Postal Address |  | Contact number |  |
| Signature/s |  |

Managing agent details

|  |  |  |  |
| --- | --- | --- | --- |
| Agent’s name |  | Email |  |
| Postal Address |  | Contact number |  |
| Signature/s |  |

Payment details (Payment can only be made via Electronic Funds Transfer)

|  |  |
| --- | --- |
| Direct Deposit Details: The details for direct deposits are: | **The Office of Rental Bonds**  **BANK:** Westpac Bank  **BSB**: 032-777  **Account Number**: 002095  **Description of deposit**: Address of the property being rented |

* If completing this form by hand please use a black pen only.
* This office will not accept lodgement of 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.
* The total amount of bond must not exceed the sum of four weeks rent. Monthly rental amounts are not permitted for the purposes of determining the amount of bond to be lodged. It is the responsibility of the lessor/managing agent/s to provide a receipt/s to the occupant/s upon the payment of bond money.
* Bonds relating to occupancy agreements may be lodged with this office.
* Only persons that have contributed to the bond should be noted as occupants. Children of the occupants or any other person that does not contribute to the payment of the bond should not be noted on this form.
* All persons referred to on this form must sign in the relevant section. Failure to sign may result in delays when applying for a refund of bond.
* If a company or embassy is paying for the bond on behalf of the occupant/s, the company or embassy should be listed as the occupant for the purposes of lodging the bond.
* 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 address of the property as the subject header.

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