

**ACT RENTAL BONDS**

**Revocation of Agency Form**

ACT Revenue Office

This form is to be used by a lessor to revoke the authority of a managing agent to act on their behalf in respect to a bond lodged with this office under the [*Residential Tenancies Act 1997*](https://www.legislation.act.gov.au/a/1997-84/default.asp)*.* Email completed forms to: [rb@act.gov.au](mailto:rb@act.gov.au). **Electronic signatures will NOT be accepted.**

|  |  |  |
| --- | --- | --- |
| Rented Property Details | Bond Lodgement Number (if known): |  |

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

Lessor Details

|  |  |  |  |
| --- | --- | --- | --- |
| Full Name |  | Contact Phone |  |
| Postal Address |  | Signature |  |
| Email |  | Date |  |

Revoked managing agency details

|  |  |
| --- | --- |
| Name of managing agent whose authority is being revoked |  |
| Date the revocation of managing agent takes effect on |  |

Supporting evidence **–** Please ensure both of the following forms of proof of identity are attached

|  |  |
| --- | --- |
| Rates Notice | Please attach a photocopy of a current rates notice for proof of ownership |
| One of the following pieces of evidence:   * Drivers licence * Passport * Proof of Identity card | Please attach a photocopy of your driver’s licence, passport or proof of identity card for signature verification |

* 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.
* It is necessary for the lessor to provide a copy of a current rates notice for proof of ownership as well as a copy of their driver’s licence, passport or proof of age card for signature verification.

**CONTACT DETAILS AND LODGEMENT INFORMATION**

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 [*Residential Tenancies Act 1997*](https://www.legislation.act.gov.au/a/1997-84/) authorises the collection of the information required by this form and will be handled in accordance with the [*Information Privacy Act 2014*](https://www.legislation.act.gov.au/a/2014-24/).  Information may also be disclosed to the Commissioner of Social Housing where a Housing ACT bond loan exists over the bond under the [*Housing Assistance Act 2007*](https://www.legislation.act.gov.au/a/2007-8/). De-identified information is regularly released to the Real Estate Institute of Australia for research and statistical purposes.

Please read our [Privacy Policy](https://www.revenue.act.gov.au/privacy) which sets out how personal information is collected, used and disclosed by the Commissioner for ACT Revenue and the ACT Revenue Office, how you may access and seek correction of your personal information, and how you may complain about breaches of privacy.