OCCUPANCY REFUND OF BOND FORM

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

Occupied premises details

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Unit number | Street Number | Street & Complex Name (If Applicable) | Suburb | Postcode |
|  |  |  |  |  |

Refund details

|  |  |
| --- | --- |
| Amount of bond refunded to the occupant | Amount of bond to be refunded to the Grantor |
| $ | $ |

Occupant details – (Include account details for each tenant, otherwise a cheque will be posted. If paying to a third party, the tenant’s signature is required)

|  |  |  |  |
| --- | --- | --- | --- |
| 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 |  |

Grantor details

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

Office use only

|  |  |  |
| --- | --- | --- |
| Received by: Mail/Email | Processed by: | Authorised by: |

* The Rental Bonds Office will pay upon receipt of the first validly completed claim form
* 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 pen. Substitute information must be clear and all parties must sign in the margin. Do not use correction fluid or tape.
* Refunds are paid by ‘Non Negotiable’ cheque or by electronic funds transfer (EFT). Cash refunds are not available.
* If EFT account details are not completed in full refunds will be paid by cheque or 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 occupant or grantor’s name and the occupant/s or grantor must sign, authorising the funds to be refunded into the third party account.
* 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.
* To avoid unnecessary delays, please ensure that the form is completed correctly and in full.
* Please note bond money will be divided equally among the occupants noted on the occupancy bond lodgement form upon receipt of a validly completed occupancy refund of bond form. If the occupants do not wish the bond to be refunded in equal amounts, a written signed statement including photo identification (Passport/driver licence) by all occupants must accompany the occupancy refund of bond form indicating the amount to be refunded to each occupant.

**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)

For further information on rental bonds visit our website [www.revenue.act.gov.au/rental-bonds](https://www.revenue.act.gov.au/rental-bonds) or phone us on 13 22 81.

**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.