REQUEST FOR UNCLAIMED BOND

This form is to be used to request unclaimed monies held 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). If completing this form by hand please use Black Pen only.

Rented property details

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

Payee details

|  |  |  |  |
| --- | --- | --- | --- |
| Full Name |  | Contact phone number |  |
| Postal Address |  | Mobile phone number |  |
| Email |  |
| Signature |  |

Account holder details –Please attach proof of identity

|  |  |  |
| --- | --- | --- |
|  EFT | Account holders name |  |
| BSB Number (6 digits) |  |
| Account Number |  |
| Bank and branch name |  |
|  Copy of photo identification attached | A copy of your driver’s licence, passport or proof of age card must accompany this application for signature verification purposes. |

* 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 to provide a copy of your driver’s licence, passport or proof of age card for signature verification, or the form will be deemed invalid.
* 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

Or email completed application forms to: rb@act.gov.au with the 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 the ACT Rental Bonds Office 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.