



**ACT**  
Government

## ACT RENTAL BONDS

### Co-tenant change request form - for existing bonds

This form is to be used to add or remove tenants from a residential bond lodgement under [Residential Tenancies Act 1997](#). Bonds with Housing ACT loans applied will not be accepted for a co-tenant change.

#### Rented Premises details

Bond Lodgement Number (if known):

Unit number	Street number	Street name	Suburb	Postcode

**Outgoing tenant details** (Outgoing tenants should not sign this form unless they have received their portion of the bond by the incoming/remaining tenants and agree to being removed/replaced from the bond entitlement)

Full Name		Contact phone number	
Postal Address		Signature	
Email		Date	

Full Name		Contact phone number	
Postal Address		Signature	
Email		Date	

Full Name		Contact phone number	
Postal Address		Signature	
Email		Date	

Full Name		Contact phone number	
Postal Address		Signature	
Email		Date	

**Incoming/remaining tenant details** (All tenants as they will be listed on the updated bond)

Full Name		Contact phone number	
Postal Address		Signature	
Email		Date	

Full Name		Contact phone number	
Postal Address		Signature	
Email		Date	

Full Name		Contact phone number	
Postal Address		Signature	
Email		Date	

Full Name		Contact phone number	
Postal Address		Signature	
Email		Date	

**Lessor/Managing Agent details** (This request should only be submitted after you have approval from your lessor or not until 14 days after you have notified the lessor)

Contact name and Company name		Contact phone number	
Postal Address		Signature	
Email		Date	

- 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.
- This office will only accept this form if it has been completed and signed by all outgoing, incoming, and existing tenants and the signatures have been verified.
- This form will not be accepted where the lessor or agent has not signed authority of a change in tenants.
- A lessor can make an application to the ACT Civil and Administrative Tribunal if the lessor does not agree to the change in tenants.
- Once the request is processed, a co-tenant change notification will be issued to all tenants and the lessor confirming the updated bond details and the outgoing tenants have been removed and incoming tenants have been recorded against the bond.
- This office does not process a refund to outgoing tenants upon submission of this form. Outgoing tenants should not sign this form unless the incoming/remaining tenants have paid them their portion of the bond.
- Please note bond money will be divided equally between the tenants noted on this form where an approved refund request has been processed.

**CONTACT DETAILS AND LODGEMENT INFORMATION:**

Email completed application forms to [rb@act.gov.au](mailto:rb@act.gov.au) or post to ACT Rental Bonds PO Box 293, Civic Square, ACT 2608.

For further information on co-tenancies visit our website [www.revenue.act.gov.au/rental-bonds](http://www.revenue.act.gov.au/rental-bonds) or contact us by phone on (02) 6207 0028.

**PRIVACY INFORMATION:** The [Residential Tenancies Act 1997](#) authorises the collection of the information required by this form and will be handled in accordance with the [Information Privacy Act 2014](#). 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](#). De-identified information is regularly released to the Real Estate Institute of Australia for research and statistical purposes.

Please read our [Privacy Policy](#) 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.