



This form is used to refund a residential bond under the [Residential Tenancies Act 1997](#).
Email completed forms to rb@act.gov.au.

Property details

Bond Number (if known)		Tenancy end date	
Unit/Street number		Street name	
Suburb		Postcode	

Refund details

Refund amount to tenant/s	\$	Refund amount to lessor/agent	\$
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Tenant details

All tenants must be included in the email returning the form. If they are not all included in the email, the refund will not be processed.

Full Name		Account name	
Postal address		BSB number (6 digits)	
		Account number	
Email		Signature	
Contact number		Date	

Full Name		Account name	
Postal Address		BSB number (6 digits)	
		Account number	
Email		Signature	
Contact Number		Date	

Full Name		Account name	
Postal Address		BSB number (6 digits)	
		Account number	
Email		Signature	
Contact Number		Date	

Agency/Lessor details

Agency/Lessor name		Account name	
Postal address		BSB number (6 digits)	
		Account number	
Email		Signature	
Contact number		Date	

Statement of deductions (actual or estimated)

Deduction	Amount
	\$
	\$
	\$
	\$
	\$
	\$
	\$
	\$
	\$
	\$
TOTAL	\$

- Incomplete applications will not be processed.
- If completing this form by hand, please use a black pen only. Do not use correction fluid or tape.
- 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.
- Refunds are paid by electronic funds transfer (EFT) only. Where EFT account details are not completed in full, refunds will be held as unclaimed monies.
- Please note, the bond will be divided equally among the tenants listed on the bond receipt. If the tenants do not wish the bond to be refunded in equal amounts, a written statement signed by all tenants must accompany the bond refund form indicating the amount to be refunded to each tenant.
- Upon processing of this bond refund form, if applicable, a notice will be sent to the responding party, this will be the agent or lessor where this refund request is made by the tenant. The responding party will be provided 14 days to either accept or dispute the refund request.

Contact details and lodgement information

For further information on rental bond refunds please visit our website www.revenue.act.gov.au/rental-bonds or contact us by phone on (02) 6207 0028.

Privacy Notice 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.