



ACT
Government

ACT RENTAL BONDS Agency Rent Roll Request Form

This form is to be used to change the registered lessor or agency on a bond during a tenancy under the [Residential Tenancies Act 1997](#). Email completed application forms to: rb@act.gov.au with the property address as the subject header. **Electronic signatures will NOT be accepted.**

Rented Premises Details

Bond Lodgement Number (if known):	
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Unit number	Street number	Street name	Suburb	Postcode

Tenant details

Given name	Surname

Date the change of lessor/agency takes effect on

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OLD lessor / Agency details

Full Name		Contact Phone No (1)	
Postal Address		Contact Phone No (2)	
		Signature	
Email		Date	

NEW lessor / Agency details

Full Name		Contact Phone No (1)	
Postal Address		Contact Phone No (2)	
		Signature	
Email		Date	

- 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.
- For further information on rental bonds visit our website at: www.revenue.act.gov.au/rental-bonds or contact (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.