



**ACT**  
Government

## ACT RENTAL BONDS

### Transfer of Rental Premises Form

This form is to be used to transfer a residential bond from one premise to another under the [Residential Tenancies Act 1997](#). Email completed forms to: [rb@act.gov.au](mailto:rb@act.gov.au). **Electronic signatures will NOT be accepted.**

#### Current Rented Premises details

Bond Lodgement Number (if known):

Unit number	Street number	Street name	Suburb	Postcode

#### New Rented Premises details

Unit number	Street number	Street name	Suburb	Postcode

#### Bond and tenancy details for new premises

Dwelling Type (please circle)	Number of bedrooms
Separate House      Townhouse/Semi-detached      Flat/unit	

#### Bond amount details

Current bond amount held	New bond amount	Bond amount to pay or refund	New premises weekly rent	Commencement date of new tenancy

#### Tenant details: This form cannot be used to change the tenant/s listed on the bond

Full Name		Contact Phone	
Postal Address		Signature	
Email		Date	

Full Name		Contact Phone	
Postal Address		Signature	
Email		Date	

#### Agency details (or lessor details when no agency) – Agent of lessor must sign to approve transfer of premises

Full Name		Contact Phone	
Postal Address		Signature	
Email		Date	

- If completing this form by hand please use a black pen only.
- This office will not process this form if it is not completed in full.
- 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.
- All tenants currently registered on the bond must be listed and sign on page one of this form.
- If the bond amount is to increase, submit the form and a notification will be issued to you to make an additional payment to the new bond. This office will not process this form if the payment for the difference is included as part of a Bulk Bond Lodgement. A separate payment must be provided.
- All persons referred to on this form must sign in the relevant section. This form is unable to be processed if not signed by all persons.

#### **CONTACT DETAILS AND LODGEMENT INFORMATION**

Email completed application forms to: [rb@act.gov.au](mailto:rb@act.gov.au) with the property address as the subject header.

For further information on rental bonds refunds 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 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.