

TRANSFER OF TENANTS

This form is to be used to transfer the entitlement to a residential bond under the [Residential Tenancies Act 1997](#).

Rented premises details

Unit number	Street Number	Street & Complex Name (If Applicable)	Suburb	Postcode

Outgoing tenant details – (Outgoing tenants should not sign this form unless they have been paid their share of the bond by the incoming/remaining tenants, and are agreeing to be removed or replaced from the bond entitlement)

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

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

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

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

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

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

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

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

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

Lessor/Managing Agent details

Contact name and Company name		Contact Phone No (1)	
Postal Address		Contact Phone No (2)	
		Signature	
Email		Date	

Office use only

Received by: Mail / Email	Processed by:	Authorised by:
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- 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 two of this form. All incoming and remaining tenants must be listed and sign on page three of this form.
- This office does not refund any funds to outgoing tenants to the bond upon lodgement of this form. Any outgoing tenants should not sign this form unless the incoming or remaining tenants have paid them their share of the bond.
- 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.
- Please note bond money will be divided equally among the tenants noted on this form upon lodgement of a validly completed refund of bond form. If the tenants do not wish the bond to be refunded in equal amounts, a written statement signed by all tenants must accompany the refund of bond form indicating the amount to be refunded to each tenant.

CONTACT DETAILS AND LODGEMENT INFORMATION

Post completed application forms to:

ACT Rental Bonds

PO Box 293

CIVIC SQUARE ACT 2608

Email completed application forms to: rb@act.gov.au

For further information on rental bonds refunds visit our website www.revenue.act.gov.au/rental-bonds or phone us on 13 22 81.

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.