



**ACT**  
Government

## ACT RENTAL BONDS

### Occupancy security deposit form

This form will be provided to the lessor or agent to lodge in their online rental bonds portal account. This form is to be used to notify the grantor of an occupancy security deposit request under the [Residential Tenancies Act 1997](#). Email the completed form to: [rb@act.gov.au](mailto:rb@act.gov.au).

Payment details will be provided by the grantor or ACT Rental Bonds via email once the occupancy security deposit has been raised in the Portal. **Electronic signatures will not be accepted.**

#### Occupancy security deposit details

Total security deposit	Weekly fee amount	Occupancy agreement commencement date
\$	\$	

#### Occupied premises details

Unit number	Street number	Street name	Suburb	Postcode

**Occupant details** - (Only occupants that have contributed to the bond, not children or other people that have not contributed to the bond, should be listed)

Full name or company name	Email address	Mobile phone number	Signature or Company seal

**Grantors details-** (Grantor details must be provided even when a grantor agency is appointed)

Full Name or Company		Email	
Postal Address		Contact number	
		Signature/s	

Full Name or Company		Email	
Postal Address		Contact number	
		Signature/s	

## Grantor agency details

Grantor agent's name		Email	
Postal Address		Contact number	
		Signature	

- If completing this form by hand, please use a black pen only.
- This office will not accept lodgement of 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.
- It is the grantors responsibility to confirm that they comply with what constitutes an occupancy agreement.
- This form will be provided to the grantor. The grantor is required to lodge the occupancy security deposit in their online rental bonds account. Where the grantor is unable to hold an account ACT Rental Bonds will lodge the occupancy security deposit and provide the bank transfer account details by email to the occupants.
- The total maximum amount of the security deposit varies depending on the length of the occupancy agreement. Monthly rental fee amounts are not permitted for the purposes of determining the amount of security deposit to be paid. It is the responsibility of the grantor to provide a receipt/s to the occupants. If the occupant paid the security deposit to the grantor.
- It is a requirement under the Act that all residential occupancy security deposits are to be lodged with this office. Grantors are required to lodge a security deposit within two weeks of receiving the security deposit from the occupant/s. Penalties may apply for failure to comply with a maximum of 20 penalty points.
- The Act requires that grantors details be provided regardless of the appointment of a grantor agent.
- Only persons that have contributed to the security deposit should be listed as occupants. Children of the occupants or any other person that does not contribute to the security deposit should not be listed on this form.
- All persons referred to on this form must sign in the relevant section. Failure to sign may result in delays when applying for a refund.
- The spelling of a person's name on the form must be consistent with how it appears on their identification, i.e. the persons current driver licence or passport. Do not use nicknames or abbreviated names.
- If a company or embassy is paying the security deposit on behalf of the occupants, the company or embassy should be listed as the occupant for the purposes of lodging the occupancy bond.
- Please note the security deposit will be divided equally among the occupants listed on this form upon approval of a valid refund request. If the occupants request the security deposit be refunded in uneven amounts, a written statement signed by all occupants must be emailed to [rb@act.gov.au](mailto:rb@act.gov.au) indicating the amount to be refunded to each occupant.

### CONTACT DETAILS AND LODGEMENT INFORMATION

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

Visit our website [www.revenue.act.gov.au/rental-bonds](http://www.revenue.act.gov.au/rental-bonds) or contact Rental Bonds 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.