



This form is to be used to lodge an occupancy bond under the [Residential Tenancies Act 1997](#). Email completed application forms to: rb@act.gov.au at the time of making a deposit. Payment details will be provided by the Rental Bonds team via email once the bond has been raised in the Portal.

Electronic signatures will not be accepted.

Bond and occupancy details (The whole bond amount must not exceed 4 weeks rent)

Whole bond amount	Amount being paid	Weekly rent amount	Tenancy commencement date
\$	Full <input type="checkbox"/> Part <input type="checkbox"/> \$	\$	

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	Daytime telephone number	Signature or Company seal

Lessor/s details- (Lessor details must be provided even when an 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	

Agency details

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.
- The total amount of bond must not exceed the sum of four weeks rent. Monthly rental amounts are not permitted for the purposes of determining the amount of bond to be lodged. It is the responsibility of the lessor or agency to provide a receipt/s to the tenant/s upon the payment of bond money.
- It is a requirement under the Act that all residential rental bonds are to be lodged with this office. Lessors are required to lodge a rental bond within two weeks of the receipt of the bond. Penalties may apply for failure to comply with a maximum of 20 penalty points.
- The Act requires that Lessor's details be provided regardless of the appointment of an Agent.
- Only persons that have contributed to the bond should be listed as tenants. Children of the tenants or any other person that does not contribute to the payment of the bond 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 of bond.
- 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 for the bond on behalf of the tenant/s, the company or embassy should be listed as the tenant for the purposes of lodging the bond.
- Please note bond money will be divided equally among the tenants listed 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

Email completed application forms to: rb@act.gov.au with property address in the subject header.

For further information on rental bonds refunds visit our website www.revenue.act.gov.au/rental-bonds or contact Rental Bonds 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.