

Bond lodgement

Residential Tenancies Act 1995

Checklist

* Denotes mandatory field. Missing information will result in bond lodgement delays.

Use BLOCK LETTERS and blue/black pen.

Landlords/proprietors must lodge a bond within **2 weeks** and registered agents within **4 weeks** of receiving full or part payment.

If the tenant/resident does not sign this form, the bond must still be lodged within the required timeframe.

Residential tenancy bonds cannot exceed 4 weeks rent or 6 weeks if the rent is over \$250 pw.

Rooming house bonds cannot exceed 2 weeks

If there are more than 2 tenants/residents complete an additional form.

Make cheques payable to the *Residential Tenancies*

This form can be submitted by post or online at www.cbs.sa.gov.au/contact

Bond number (office use only)

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This bond is for:

(please tick or cross the relevant box)

Residential tenancy

Rooming house

Lifestyle village

Increase existing bond

Details of rental premises			
*Unit/apartment/room number	*Street number	*Street name	
*Suburb			*Postcode
*Certificate of title number			*Folio number
*Weekly rental amount \$			*Number of bedrooms (if not a rooming house)
*Amount of bond being lodged \$	*Tenancy commencement date / /		*Date bond received by landlord/tenant/agent / /
Tenant/resident 1			
*First name(s)		*Surname	
*Date of birth	*Mobile/daytime phone number	*Email address	
Tenant/resident 2 (if applicable)			
*First name(s)		*Surname	
*Date of birth	*Mobile/daytime phone number	*Email address	
Landlord/proprietor details			
*First name(s)		*Surname	
*Postal address			
*Date of birth	*Mobile/daytime phone number	*Email address	
Signatures			
Tenant/resident			Date / /
Landlord/proprietor			Date / /

Direct Debit Request (DDR)

THIS IS A ONCE-OFF AUTHORITY ONLY

Please use **BLOCK LETTERS**

(First names and surname)
 I / We

authorise **CBS – Tenancies, APCA User ID Number 079565**, to debit this amount \$

from my/our account for the purpose of bond lodgement in respect of the rental premises at

(Address) (Postcode)

Details of the account to be debited

All account details must be supplied.

Note: The bank account details must match the parties of the bond. We cannot withdraw money from a third party account.

Name of financial institution Name of account holder

BSB (This **must** be 6 digits) - Account number (Up to 9 digits)

Account holder signature

Date / /

DDR service agreement for individuals can be viewed at www.sa.gov.au/tenancy/privaterentalforms