Bond lodgement

Residential Tenancies Act 1995

Post: GPO Box 965, ADELAIDE SA 5000

Phone: 131 882

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 if the rent is \$800 or less per week.

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)						

This bond is for:

(please tick or cross the relevant box)

Residential tenancy

Rooming house

Lifestyle village

Increase existing bond

Was the tenancy agreement entered into prior to 1 April 2023?

(please tick or cross the relevant box)

Yes No

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

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.	All account details must be supplied.					
Note: The bank account details must match third party account.	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

