

# 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](http://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

## 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)	
<input type="text"/>	
I / We	
authorise <b>CBS – Tenancies, APCA User ID Number 079565</b> , to debit this amount \$ <input type="text"/>	
from my/our account for the purpose of bond lodgement in respect of the rental premises at	
(Address)	(Postcode)
<input type="text"/>	<input type="text"/>

## 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)

<input type="text"/>	<input type="text"/>	<input type="text"/>	-	<input type="text"/>	<input type="text"/>	<input type="text"/>
----------------------	----------------------	----------------------	---	----------------------	----------------------	----------------------

Account number (Up to 9 digits)

<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
----------------------	----------------------	----------------------	----------------------	----------------------	----------------------	----------------------	----------------------	----------------------

Account holder signature

Date        /        /

DDR service agreement for individuals can be viewed at [www.sa.gov.au/tenancy/privaterentalforms](http://www.sa.gov.au/tenancy/privaterentalforms)