



BOND LODGEMENT FORM

Residential tenancy
 Rooming house
 Lifestyle village

BOND NUMBER (OFFICE USE ONLY)

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Please submit original forms only - faxes or e-mails not accepted

ADDRESS of rental premises (USE BLOCK LETTERS AND BLUE/BLACK PEN)	
Unit/apartment/room no:	Street no:
Street name:	
Suburb:	Postcode:
Weekly rental: \$	No of bedrooms (if not a rooming house):
Amount of bond being lodged: \$	Part bond payment? YES NO
Tenancy commenced:/...../.....	Bond received by landlord/proprietor/agent:/...../.....
PLEASE ENSURE THAT ALL DETAILS WITHIN THIS BOX ARE COMPLETED	

IMPORTANT

- 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 rent.
- Make cheques payable to the *Residential Tenancies Fund*.

TENANT/RESIDENT details (USE BLOCK LETTERS AND BLUE/BLACK PEN)		Daytime phone number/s
Tenant/resident 1: Surname	First Names	
Email address <i>(for bond receipt)</i>		
Tenant/resident 2: Surname	First Names	
Email address <i>(for bond receipt)</i>		
Tenant/resident 3: Surname	First Names	
Email address <i>(for bond receipt)</i>		

LANDLORD/PROPRIETOR details (USE BLOCK LETTERS AND BLUE/BLACK PEN)		Daytime phone number/s
Surname	First Names	
Address		
Postcode		Fax:
Email address <i>(for bond receipt)</i>		

AGENT details (USE BLOCK LETTERS AND BLUE/BLACK PEN)		RLA:
Address		Work:
Postcode		Fax:
		Mobile:

SIGNATURES (PLEASE SIGN IN BLUE OR BLACK INK)		
Tenant/Resident		Date:/...../.....
Landlord/Agent/Proprietor		Date:/...../.....

