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**ACT GOVERNMENT**  
*Residential Tenancies Act 1997*  
**Office of Rental Bonds**  
**Registrar-General's Office**



Bond Number

**OB**

Form 607

## OCCUPANCY BOND LODGMENT FORM

### PRIVACY COLLECTION STATEMENT (PRIVACY ACT 1988 (C'WLTH)) OVERLEAF

#### 1. AMOUNT OF BOND FOR OCCUPANCY AGREEMENT

| Amount of Bond | Weekly Rent | Date Occupancy Agreement Commenced |
|----------------|-------------|------------------------------------|
|                |             |                                    |

#### 2. OCCUPIED PREMISES

| Unit No. | Street No. | Street & Complex Name | Suburb | Postcode |
|----------|------------|-----------------------|--------|----------|
|          |            |                       |        |          |

#### 3. OCCUPANT/S

**LIST ONLY THE OCCUPANT/S WHO CONTRIBUTED TO THE BOND. DO NOT LIST CHILDREN, OR PERSONS WITH NO ENTITLEMENT TO THE BOND.**

| Title | Family Name | Given Name/s | Phone Work/Mobile | Signature |
|-------|-------------|--------------|-------------------|-----------|
|       |             |              |                   |           |
|       |             |              |                   |           |
|       |             |              |                   |           |
|       |             |              |                   |           |

|  |             |
|--|-------------|
|  | Date Signed |
|--|-------------|

#### 4. GRANTOR/S

|             |             |              |  |
|-------------|-------------|--------------|--|
| Family Name |             | Given Name/s |  |
| Family Name |             | Given Name/s |  |
| Address     |             |              |  |
| Phone Work  |             | Phone Home   |  |
|             |             | Phone Mobile |  |
| Signature/s | Date Signed |              |  |

## **INSTRUCTIONS FOR COMPLETION**

### **N.B. PERSONS PAYING BY PERSONAL CHEQUE SHOULD NOTE THAT A BOND IS NOT DEPOSITED UNTIL THE CHEQUE HAS BEEN CLEARED**

1. Alterations should not be made by erasure, but by scoring through with a pen and the words substituted, written above then verified by signatures in the margin.
2. Typewriting and handwriting should be clear, legible and in permanent **black ink**.
3. List only persons who have contributed to the bond. **DO NOT** list children, or persons with no rights to the bond.
4. Bonds relating to Occupancy agreements may be lodged with the ACT Office of Rental Bonds.
5. Refunds are made by way of a 'Not Negotiable' cheque or Electronic Funds Transfer.
6. To avoid unnecessary delays please ensure that the form is completed correctly.
7. All persons listed on the Occupancy Bond Lodgment form must sign in the spaces provided in Items 3, 4 & 5 of the form. The signatures will be used for comparison when a claim for refund of bond is lodged. If a third party is paying the bond on behalf of the occupant/s, and the third party is eligible for the refund at the end of the occupancy, then the third party should be listed as the occupant.
8. The maximum amount of bond that can be charged is equivalent to 4 weeks rent. The grantor must provide a receipt to the occupant/s as proof of payment.
9. Bonds paid by personal cheque will not be refunded less than 30 days from the date of lodgment.
10. Please make cheques payable to the 'ACT Office of Rental Bonds'.
11. ACT Office of Rental Bonds are unable to accept third party cheques.
12. **NEVER SIGN A BLANK FORM especially where item 1 is not completed.**
13. More information on rental bonds can be found in the Office of Fair Trading "The Renting Book" or at [www.fairtrading.act.gov.au](http://www.fairtrading.act.gov.au).

At the time a bond is lodged it is assumed that if there is more than one party to the bond, the bond is attributed in equal shares. If this is not the case, the ORB will require a signed statement from the parties indicating the distribution of the bond at the time the refund is claimed.

#### **OFFICE HOURS**

8.30am to 4.30pm Monday to Friday

#### **POSTAL ADDRESS**

PO Box 225 CIVIC SQUARE ACT 2608

#### **LOCATION**

B1 Level, Allara House, 50 Allara Street Canberra City

#### **CONTACT NUMBERS**

Phone (02) 6207 1178

Fax (02) 6207 1181

## **PRIVACY STATEMENT**

The collection of information by this form is authorised by the *Residential Tenancies Act 1997*, and may be used by the Department of Justice and Community Safety for purposes authorised or permitted by the Act. It will be treated confidentially and will only be made available to other Departments in circumstances relating to law enforcement. Non-identifying information is regularly released to the Real Estate Institute of Australia.

|   |  |
|---|--|
| ENGLISH   | If you need interpreting help, telephone:                |
| ARABIC  | إذا احتجت مساعدة في الترجمة الشفوية، إتصل برقم الهاتف:   |
| CHINESE   | 如果你需要作译员的帮助，请打电话:  |
| CROATIAN  | Ako trebate pomoć tumača telefonirajte:                  |
| GREEK   | Αν χρειάζεστε διερμηνέα τηλεφωνήστε στο                  |
| ITALIAN   | Se avete bisogno di un interprete, telefonate al numero: |
| MALTESE   | Jekk għandek bżonn l-għajnuna t'interpretu, tempej:      |
| PERSIAN   | اگر به فرجه شفاهی احتیاج دارید به این شماره تلفن کنید.   |
| PORTUGUESE  | Se você precisar da ajuda de um intérprete, telefone:    |
| SERBIAN   | Ako vam je potrebna pomoć prevodionica telefonirajte:    |
| SPANISH   | Si necesita la asistencia de un intérprete, llame al:    |
| TURKISH   | Tercümana ihtiyacınız varsa lütfen telefon ediniz:       |
| VIETNAMESE  | Nếu bạn cần một người thông-ngôn hãy gọi điện-thoại:     |
| <b>TRANSLATING AND INTERPRETING SERVICE</b>               |  |
| <b>131 450</b>  |  |
| Canberra and District - 24 hours a day, seven days a week |  |

For contact details for the Office of Rental Bonds, please call 6207 1178 or go to [www.rgo.act.gov.au](http://www.rgo.act.gov.au)