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

Bond Number



<b>B</b>
Form 603

## BOND LODGEMENT FORM

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

**1. AMOUNT OF BOND**

Amount of Bond	Weekly Rent	Date of Tenancy Commencement

**2. RENTED PREMISES**

Unit No.	Street No.	Street & Complex Name	Suburb	Postcode
Number of Bedrooms		Dwelling Type		
	<input type="checkbox"/> Separate House		<input type="checkbox"/> Townhouse/Semi-Detached	
	<input type="checkbox"/> Flat/Unit			

**3. TENANT/S**

**LIST ONLY THE TENANTS 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. LESSOR**

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

**5. MANAGING AGENT**

Name of Agent			
Address			
Phone No.		Fax No.	
Signature/s			

## INSTRUCTIONS FOR

### **N.B. PERSONS PAYING BY PERSONAL NOT DEPOSITED UNTIL THE CHEQUE**

1. Alterations should not be made by pen and the words substituted, written 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. All residential bonds must be lodged with the ACT Office of Rental Bonds. Lessors are required to lodge a rental bond within 10 working days of receipt. A penalty may apply under the *Residential Tenancies Act 1997* if a rental bond is not lodged.
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 Bond Lodgement 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 tenant/s, and the third party is eligible for the refund at the end of the tenancy, then the third party should be listed as the tenant (e.g.: where Embassies/High Commissions pay the bond on behalf of the tenant/s – the Embassy/High Commission should be listed as the tenant.)
8. The maximum amount of bond that can be charged is equivalent to 4 weeks rent. The lessor/agent must provide a receipt to the tenant/s as proof of payment.
9. Bonds paid by personal cheque will not be refunded less than 30 days from the date of lodgement.
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).



## COMPLETION

### **CHEQUE SHOULD NOTE THAT A BOND IS HAS BEEN CLEARED**

erasure, but by scoring through with a above then verified by signatures in

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

#### **LOCATION**

255 Canberra Avenue, Fyshwick ACT 2609

#### **POSTAL ADDRESS**

PO Box 225 CIVIC SQUARE ACT 2608

#### **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.

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)