Counter       Processed By       Office of Rental Bonds Registrar-General's Office       Bond Number         B       Autorised ty       Description       Description         B       Description       Description       Description         B       Description       Description       Description         B       Description       Description       Description         B       Description       Description       Description         Amount of Bond       Weekly Rent       Date of Tenancy Commencement         Int No.       Street No       Street & Complex Name       Suburb       Postcode         Number of Bedrooms       Description       Townhouse/Semi-Detached       Flau/Unit       Tenancy Commencement         Number of Bedrooms       Description       Townhouse/Semi-Detached       Flau/Unit       Tenancy         TENANT/S       Escreption       Description       Signature       Including         Itele Family Name       Given Name/s       Phone WorkMobile       Signed         LESSOR       Escreption       Given Name/s       Date Signed         LESSOR       Given Name/s       Given Name/s       Including	M-1				GOVERN						
Registrar-General's Office      Registrar-General's Office      Brow 603      Form 603      PRIVACY COLLECTION STATEMENT (PRIVACY ACT 1988 (CVV/LTH)) OVERLEAF      Advanced      MOUNT OF BOND      Introduction      Annount of Bond      Weekly Rent      Date of Tenancy Commencement      Introduction      RENTED PREMISES      Unit No.      Street No.      Street & Complex Name      Dwelling Type      Introduction      Number of Bedrooms      Dwelling Type      Introduction      Rented Premises      Introduction      Introduction      Rented Premises      Introduction      Rented Introduction      Rented Introduction      Rented Introduction      Introduction	Mail	Process	sed By				Bon	d Number			
Brown 603       DENDAL LODGEMENT FORM         DRIVACY COLLECTION STATEMENT (PRIVACY ACT 1988) (C/WLTH/)) OVERLEAF         AMOUNT OF BOND         Amount of Bond       Weekly Rent         Date of Tenancy Commencement         Image:											
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BOND LODGEMENT FORM         PRIVACY COLLECTION STATEMENT (PRIVACY ACT 1988 (C/WLTH)) OVERLEAF         Amount of Bond       Weekly Rent       Date of Tenancy Commencement         Amount of Bond       Weekly Rent       Date of Tenancy Commencement         RENTED PREMISES         Unit No.       Street & Complex Name       Suburb       Postcode         Number of Bedrooms       Dwelling Type         Channel of Donot LIST CHILDREN, or PERSONS WITH NO ENTITLEMENT TO THE BOND       THE BOND DO NOT LIST CHILDREN, or PERSONS WITH NO ENTITLEMENT TO THE BOND         TENANT/S       Colspan="2">Date Signature         CISTONLY THE TENANTS WHO CONTRIBUTED TO THE BOND: DO NOT LIST CHILDREN, or PERSONS WITH NO ENTITLEMENT TO THE BOND         TIME       Family Name       Given Name/S       Phone Work/Mobile       Signature         LESSOR											
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Unit No.       Street No.       Street & Complex Name       Suburb       Postcode         Number of Bedrooms       Dwelling Type	2. RENTED	PREMISES									
Image: Separate House     Townhouse/Semi-Detached     Flat/Unit         TENANT/S     Environment     Flat/Unit         Istronum     Given Name/s     Phone Work/Mobile     Signature         Interview     Given Name/s     Interview				Street & Complex Name				Suburb Postcode			
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MANAGING AGENT	5. Managin	NG AGENT					I				
Name of Agent	Name of Ag	ent									
Address	Address										
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Phone No. Fax No.	Phone No.			Fax No.							
Signature/s	Signature/	S									

Approved form 2007 – 113 approved by Brett Phillips, Registrar-General on 10 September 2007 under section 133 of the *Residential Tenancies Act 1997* (approved forms) and revokes form AF 2007 – 95.

## **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. 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 <a href="http://www.fairtrading.act.gov.au">www.fairtrading.act.gov.au</a>.

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

9.00am to 4.30pm Monday to Friday

#### POSTAL ADDRESS

PO Box 225 CIVIC SQUARE ACT 2608

#### LOCATION

255 Canberra Avenue, Fyshwick ACT 2609

### 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 المتجت غسامدة في الشرجمة الشغرية ، إتصل برقم الهائف :					
CHINESE	如果你需要传译员的削助,请打电话:					
CROATIAN	Ako trebate pomoć turnača telefonirajte:					
GREEK	Αν χρειώζεστε διερμηνέα τηλεφωνήσετε στο					
ITALIAN	Se avete bisogno di un interprete, telefonate al numero:					
MALTESE	Jekk, ghandek bżonn, I-ghajnuna t'interpretu, cempel:					
PERSIAN	اگر به ترجمه شقاهی استیاع دارید به این شماره ننقن کنید:					
PORTUGUESE	Se você precisar da ajuda de um intérprete, telefone:					
SERBIAN	Ако вам је потребна помоћ преводноца телефонирајте:					
SPANISH	Si necesita la asistencia de un intérprete, llame al:					
TURKISH	Tercumana ihtiyacınız varsa lütfen telefon ediniz:					
VIETNAMESE	Nếu bạn cần một người thông-ngôn hãy gọi điện-thoại:					
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For contact details for the Office of Rental Bonds, please call 6207 1178 or go to www.rgo.act.gov.au