

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

Bond Number
 (please provide bond number for reference purposes)



Mail	
Counter	
Fax	

Processed By	
Authorised by	

TP
Form 601

TRANSFER OF PREMISES FORM

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

THIS FORM IS TO BE USED TO TRANSFER A BOND FROM PROPERTY A TO PROPERTY B WHERE THERE IS NO CHANGE TO THE TENANTS

Any variation in value of bond between properties will require tenants to pay the difference or if the new bond is less than the original bond, the balance will be paid to the tenant/s at the new address.

1. ADDRESS OF CURRENTLY RENTED PROPERTY - **A**

Current Bond Number	Unit No	Street No	Street and Complex Name	Suburb	Postcode

2. ADDRESS OF NEW PROPERTY TO WHICH THE BOND IS BEING TRANSFERRED - **B**

Commencement Date of New Tenancy	Unit No	Street No	Street and Complex Name	Suburb	Postcode

3. STATISTICAL INFORMATION FOR NEW PROPERTY

Number of Bedrooms	Dwelling Type		
	Separate House <input type="checkbox"/>	Town House / Semi Detached <input type="checkbox"/>	Flat / Unit <input type="checkbox"/>

4. BOND VALUE DETAILS

Value of Bond for Property A (original)	Value of Bond for Property B (new)	Difference in value between Property A Bond and Property B Bond	Weekly Rent of Property B	Date Bond Received by Agent / Lessor

ALL CURRENT TENANT/S MUST SIGN THIS FORM AS EVIDENCE OF THEIR AGREEMENT TO TRANSFER THE BOND FROM A TO B

5. TENANTS

Full Name		Contact Phone Number	
Postal Address		Alternate Contact Number	
Suburb / Postcode		Date	
Signature			
Full Name		Contact Phone Number	
Postal Address		Alternate Contact Number	
Suburb / Postcode		Date	
Signature			
Full Name		Contact Phone Number	
Postal Address		Alternate Contact Number	
Suburb / Postcode		Date	
Signature			

TO TRANSFER A BOND BETWEEN A AND B, THE MANAGING AGENT / LESSOR MUST BE THE SAME FOR BOTH PROPERTIES

6. MANAGING AGENT/LESSOR – MANDATORY SIGNATURE

Full Name		Contact Phone Number	
Postal Address		Alternate Contact Number	
Suburb / Postcode		Date	
Signature			

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، اتصل برقم الهاتف:
CHINESE	如果你需要传译员的帮助，请打电话:
CROATIAN	Ako trebate pomoć tumača telefonirajte:
GREEK	Αν χρειάζεστε διερμηνεία τηλεφωνήστε στο
ITALIAN	Se avete bisogno di un interprete, telefonate al numero:
MALTESE	Jekk għandek bżonn l-għajruna t'interpretu, čempel:
PERSIAN	اگر به ترجمه شفاهی احتیاج دارید به این شماره تلفن کنید:
PORTUGUESE	Se você precisar da ajuda de um intérprete, telefone:
SERBIAN	Ako vam je potrebna pomoć prevodioca 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-thoai:
TRANSLATING AND INTERPRETING SERVICE	
131 450	
<small>Canberra and District - 24 hours a day, seven days a week</small>	

IMPORTANT INFORMATION

- List only persons who have contributed to the bond. Do not list children, or persons with no rights to the bond.
- More information on rental bonds can be found in the Office of Fair Trading "the Renting Book" or at www.fairtrading.act.gov.au.

OFFICE HOURS

9.00am 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) 62071178 Fax (02) 62071181

For contact details for the Office of Rental Bonds, please call 6207 1178 or go to www.rgo.act.gov.au