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



Bond Number
(please provide bond number for reference purposes)

OR Form 608

OCCUPANCY REFUND OF BOND FORM

PRIVACY COLLECTION STATEMENT (PRIVACY ACT 1988 (C/WLTH)) OVERLEAF

All amendments to any information on this form must be signed in full by occupant/grantor.

1. ADDRESS OF OCCUPIED PREMISES

Unit No	Street No	Street and Complex Name	Suburb	Postcode

OCCUPANTS - DO NOT SIGN THIS FORM IF SECTION 2 IS INCOMPLETE

2. REFUND DETAILS (Do not sign a blank form, ensure section 2 completed in full)

Amount of bond to be refunded to the Occupant:	Amount of bond to be refunded to the Grantor:

3. OCCUPANT/S List only the occupants who contributed to the bond. Cheques will be mailed to addresses stated on the form.

**For EFT payment, please fill in the details otherwise leave blank. Refunds can not be disbursed into 3rd party accounts.

Full Name		Account Name/Cheque No	
Postal Address		Account Number	
Suburb / Postcode		Bank and Branch Name	
Signature		BSB Number (6 digits)	
		Contact Phone Number	
		Date	
Full Name		Account Name/Cheque No	
Postal Address		Account Number	
Suburb / Postcode		Bank and Branch Name	
Signature		BSB Number (6 digits)	
		Contact Phone Number	
		Date	
Full Name		Account Name/Cheque No	
Postal Address		Account Number	
Suburb / Postcode		Bank and Branch Name	
Signature		BSB Number (6 digits)	
		Contact Phone Number	
		Date	

4. GRANTOR

Full Name		Account Name/Cheque No	
Postal Address		Account Number	
Suburb / Postcode		Bank and Branch Name	
Signature		BSB Number (6 digits)	
		Contact Phone Number	
		Date	

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 بوقم الهاتف:
CHINESE	如果你需要译员的帮助，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 i-għajruna t'interpretu, ċempel:
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 prevodioца телефонирајте:
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
Canberra and District - 24 hours a day, seven days a week

COMPLETING CLAIMS

1. The Office of Rental Bonds will make payment on lodgement of the first validly completed claim form ie. able to be paid out immediately.
2. Alterations should not be made by erasure, but by scoring through with a pen and the words substituted, written above then verified by signatures (not initials) in the margin.
3. Typewriting and handwriting should be clear, legible and in permanent **black ink**.
4. Refunds made by way of cheque will be marked 'Not Negotiable' and posted to the Postal address noted on the Refund of Bond Form.
5. To avoid unnecessary delays please ensure that the form is completed correctly.
6. For refunds made by EFT please ensure that you provide the correct details as follows:
 - the best place to obtain your Bank, BSB and Account Numbers is from your bank statement.
 - your Bank and BSB numbers relate to the bank and branch where you originally opened your account.
 - your account number is NOT the number imprinted on your plastic account card.
7. 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