

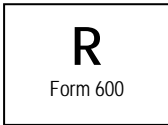
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**ACT GOVERNMENT**  
*Residential Tenancies Act 1997*  
**Office of Rental Bonds**  
*Registrar-General's Office*



Bond Number  
 (please provide bond number for reference purposes)



## 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 tenant / lessor / agent.

#### 1. ADDRESS OF RENTED PREMISES

Unit No	Street No	Street and Complex Name	Suburb	Postcode

### TENANTS - 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 tenant/s:	Amount of bond to be refunded to the lessor/agent:

#### 3. TENANT/S List only the tenants 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 3<sup>rd</sup> 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. MANAGING AGENT/LESSOR

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	

**THE OFFICE OF RENTAL BONDS WILL PAY UPON RECEIPT OF THE FIRST VALIDLY COMPLETED CLAIM RECEIVED**

## 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 المطلوبة، إتصل 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 διαμεγνέα, 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 prevodjuca 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:
<b>TRANSLATING AND INTERPRETING SERVICE</b> <b>131 450</b> <small>Canberra and District - 24 hours a day, seven days a week</small>	

## COMPETING CLAIMS

1. The Office of Rental Bonds will make payment on lodgement of the first validly completed claim form i.e. 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](http://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](http://www.rgo.act.gov.au)