



RENTAL BONDS
OFFICE OF REGULATORY SERVICES
Department of Justice and Community Safety

OCCUPANCY BOND LODGEMENT FORM



Form 603 - OB

Residential Tenancies Act 1997

IMPORTANT INFORMATION

This form is to be used to lodge an occupancy bond under the *Residential Tenancies Act 1997* (the Act). You can access the Act at www.legislation.act.gov.au. You may also obtain further information and forms at www.ors.act.gov.au.

PRIVACY INFORMATION

The Act authorises the Registrar-General to collect the information required by this form. The Registrar-General prevents any unreasonable intrusion into a person's privacy in accordance with the *Privacy Act 1988* (C'wlth). However, the Registrar-General provides identifiable information to law enforcement organisations and authorised organisations that have legal authority to request information under prescribed circumstances. Non-identifying information is regularly released to the Real Estate Institute of Australia.

CONTACT INFORMATION

Send completed forms to the **Office of Regulatory Services:** **GPO Box 158, Canberra ACT 2601**
Lodge in person at the **Office of Regulatory Services:** **255 Canberra Avenue, Fyshwick ACT 2609**
Office Hours: **9:00am to 4:30pm Monday to Friday**
General enquiries telephone number: **(02) 6207 1178**
Website address: **www.ors.act.gov.au**

INSTRUCTIONS FOR COMPLETION

- If completing this form by hand please use a black pen only.
- This office will not accept lodgement of this form if it is not completed in full.
- Any alteration to information provided on this form must be struck through with a black pen. Substitute information must be clear and all parties must sign in the margin. Do not use correction fluid or tape.
- The total amount of bond must not exceed the sum of four weeks rent. Monthly rental amounts are not permitted for the purposes of determining the amount of bond to be lodged. It is the responsibility of the grantor/s to provide a receipt/s to the occupant/s upon the payment of bond money.
- Bonds relating to occupancy agreements may be lodged with this office.
- Only persons that have contributed to the bond should be noted as occupants. Children of the occupants or any other person that does not contribute to the payment of the bond should not be noted on this form.
- All persons referred to on this form must sign in the relevant section. Failure to sign may result in delays when applying for a refund of bond money.
- If a company or embassy is paying for the bond on behalf of the occupant/s, the company or embassy should be noted as the occupant for the purposes of lodging the bond.
- Bonds paid by personal cheque will not be refunded less than 30 days after the date of lodgement.
- All cheques and money orders should be made payable to Rental Bonds.
- Please note bond money will be divided equally among the occupants noted on this form upon lodgement of a validly completed refund of bond form. If the occupants do not wish the bond to be refunded in equal amounts, a written statement signed by all occupants must accompany the refund of bond form indicating the amount to be refunded to each occupant.

ENGLISH	If you need interpreting help, telephone:
ARABIC	: إتصل برقم الهاتف: إذا احتجت مساعدة في الترجمة الشفوية.
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 διερμηνέα τηλεφωνήστε στο
ITALIAN	Se avete bisogno di un interprete, telefonate al numero:
MALTESE	Jekk għandek bżonn l-għajjuna t'interpretu, cempel:
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 telefoniрајте:
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-thoại:
TRANSLATING AND INTERPRETING SERVICE	
131 450	
<small>Canberra and District - 24 hours a day, seven days a week</small>	



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BOND AND OCCUPANCY DETAILS

Bond Amount	Weekly Rent Amount	Tenancy Commencement Date
\$	\$	

OCCUPIED PREMISES DETAILS

Unit Number	Street Number	Street & Complex Name (If Applicable)	Suburb	Postcode

OCCUPANT DETAILS (Only occupants that have contributed to the bond, not children or other people that have not contributed to the bond, should be noted)

Surname, Company or Embassy	Given Name/s	Daytime Telephone Number	Signature or Seal

GRANTOR DETAILS

Surname or Company		Given Name/s	
Surname or Company		Given Name/s	
Postal Address			
Work Telephone Number		Home Telephone Number	
Signature/s			

PAYMENT DETAILS (Bonds may be deposited by cheque, money order or credit card if lodged by post, or also by cash or EFTPOS if lodged in person)

<input type="checkbox"/> VISA	<input type="checkbox"/> Mastercard	Expiry Date	____ / ____	Amount	\$
Cardholder Name		Cardholder Signature			
Card Number					

OFFICE USE ONLY

Received By: Mail / Counter / Fax	Processed By:	Authorised By:
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