



ACT
Government
Justice and Community Safety

RENTAL BONDS
OFFICE OF REGULATORY SERVICES
ACT Justice and Community Safety Directorate
REFUND OF BOND FORM



For related information visit
the Rental Bonds section of our website
www.ors.act.gov.au/community/rental_bonds

Form 602- R

*Residential Tenancies Act 1997***IMPORTANT INFORMATION**

This form is to be used to refund a residential 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 collection of the information required by this form. Any unreasonable intrusion into a person's privacy in accordance with the *Privacy Act 1988* (C'wlth) will be prevented. However, identifiable information is provided to law enforcement organisations and authorised organisations that have legal authority to request information under prescribed circumstances. Information may also be released to the Commissioner of Social Housing where a Housing ACT bond loan exists over the bond. 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 3000**
Fax number: **(02) 6207 1181**
Website address: **www.ors.act.gov.au**

INSTRUCTIONS FOR COMPLETION

- If completing this form by hand please use a black or blue pen only.
- Any alteration to information provided on this form must be struck through with a black or blue pen. Substitute information must be clear and all parties must sign in the margin. Do not use correction fluid or tape.
- Refunds are paid by 'Non Negotiable' cheque or by electronic funds transfer (EFT). Cash refunds are not available.
- Where EFT account details are not completed in full refunds will be paid by cheque or held as unclaimed monies.
- If the funds are to be deposited by EFT into a third party account, the third party account details must be noted next to the tenant or lessor's name and the tenant/s or lessor must sign, authorising the funds to be refunded into the that third party account.
- To avoid unnecessary delays, please ensure that the form is completed correctly and in full.
- Please note bond money will be divided equally among the tenants noted on the bond lodgement form upon receipt of a validly completed refund of bond form. If the tenants do not wish the bond to be refunded in equal amounts, a written statement signed by all tenants must accompany the refund of bond form indicating the amount to be refunded to each tenant.

| | |
|------------|---|
| ENGLISH | If you need interpreting help, telephone: |
| ARABIC | : إذا احتجت لمساعدة في الترجمة الشفوية، 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 διερμηνέα τηλεφωνήστε στο |
| ITALIAN | Se avete bisogno di un interprete, telefonate al numero: |
| MALTESE | Jekk għandek bżonn l-għajjnuna 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 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**

Canberra and District - 24 hours a day, seven days a week



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Residential Tenancies Act 1997

RENTED PREMISES DETAILS

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

REFUND DETAILS (Do not sign a blank form, ensure this section is completed in full before signing)

| Amount of bond to be refunded to the Tenant | Bond Amount to be refunded to the Lessor/Managing Agent |
|---|---|
| | |

TENANT DETAILS (Include account details beside each tenant in the spaces provided for refund by EFT otherwise a refund cheque will be posted)

| | | | |
|-------------------|--|-----------------------|--|
| Full Name | | Account Holders Name | |
| Postal Address | | Account Number | |
| | | BSB Number (6 digits) | |
| Suburb / Postcode | | Bank and Branch Name | |
| Signature | | Contact Phone Number | |
| | | Date Signed | |
| Full Name | | Account Holders Name | |
| Postal Address | | Account Number | |
| | | BSB Number (6 digits) | |
| Suburb / Postcode | | Bank and Branch Name | |
| Signature | | Contact Phone Number | |
| | | Date Signed | |
| Full Name | | Account Holders Name | |
| Postal Address | | Account Number | |
| | | BSB Number (6 digits) | |
| Suburb / Postcode | | Bank and Branch Name | |
| Signature | | Contact Phone Number | |
| | | Date Signed | |

LESSOR / MANAGING AGENT DETAILS

| | | | |
|----------------------|--|-----------------------|--|
| Full Name or Company | | Account Holders Name | |
| Postal Address | | Account Number | |
| | | BSB Number (6 digits) | |
| Suburb / Postcode | | Bank and Branch Name | |
| Signature | | Contact Phone Number | |
| | | Date Signed | |

NOTE: THE OFFICE OF RENTAL BONDS WILL PAY UPON RECEIPT OF THE FIRST VALIDLY COMPLETED REFUND OF BOND FORM

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