



**ACT**  
Government

Justice and Community Safety

RENTAL BONDS  
OFFICE OF REGULATORY SERVICES  
ACT Justice and Community Safety Directorate  
**OCCUPANCY BOND LODGEMENT**



For related information visit  
the Rental Bonds section of our website  
[www.ors.act.gov.au/community/rental\\_bonds](http://www.ors.act.gov.au/community/rental_bonds)

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](http://www.legislation.act.gov.au). You may also obtain further information and forms at [www.ors.act.gov.au](http://www.ors.act.gov.au).

Are you paying land tax on this rental property? If the answer is no, you will need to advise the Commissioner for ACT Revenue as land tax can apply to any ACT residential property that is rented. Visit the ACT Revenue Office web site at [www.revenue.act.gov.au/land\\_tax](http://www.revenue.act.gov.au/land_tax).

**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 AND LODGEMENT INFORMATION**

Send completed forms to the <b>Office of Regulatory Services:</b>	<b>GPO Box 158, Canberra ACT 2601</b>
Lodge in person at the <b>Office of Regulatory Services:</b>	<b>255 Canberra Avenue, Fyshwick ACT 2609</b>
Office Hours:	<b>9:00am to 4:30pm Monday to Friday</b>
General enquiries telephone number:	<b>(02) 6207 3000</b>
Fax number:	<b>(02) 6207 1181</b>
Email address:	<b>rb@act.gov.au</b>
Website address:	<b>www.ors.act.gov.au</b>

**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	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 διερμηνεία 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 de ajuda de um intérprete, telefone:
SERBIAN	Ako vam je potrebna pomoć prevodionica 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-thoại:

**TRANSLATING AND INTERPRETING SERVICE**  
**131 450**

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



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## OCCUPANCY BOND LODGEMENT FORM

Form 603- OB

*Residential Tenancies Act 1997*

### BOND AND OCCUPANCY DETAILS (The whole bond amount must not exceed 4 weeks rent)

Whole Bond Amount	Amount Being Paid	Weekly Rent Amount	Tenancy Commencement Date
\$	<input type="checkbox"/> Full <input type="checkbox"/> Part \$	\$	

### 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	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	Mobile 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 / Email	Processed By:	Authorised By:
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