



ACT
Government

Justice and Community Safety

RENTAL BONDS
OFFICE OF REGULATORY SERVICES
ACT Justice and Community Safety Directorate
TRANSFER OF PREMISES FORM



For related information visit

the Rental Bonds section of our website

www.ors.act.gov.au/community/rental_bonds

Form 606- TP

Residential Tenancies Act 1997

IMPORTANT INFORMATION

This form is to be used to transfer a residential bond from one premise to another 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.

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.

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 **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**
Email address: **rb@act.gov.au**
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 process 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.
- All tenants currently registered on the bond must be listed and sign on page two of this form.
- If the bond amount is to increase, please attach a cheque or money order for the difference, made payable to Rental Bonds. This office will not process this form if the payment for the difference is included as part of a Bulk Bond Lodgement. A separate cheque must be provided.
- All persons referred to on this form must sign in the relevant section. This form is unable to be processed if not signed by all persons.
- Please note bond money will be divided equally among the tenants noted on this form upon lodgement 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، اتصل 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'interprete, 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 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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*Residential Tenancies Act 1997***CURRENT RENTED PREMISES DETAILS**

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

NEW RENTED PREMISES DETAILS

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

STATISTICAL INFORMATION FOR NEW PREMISES

Commencement Date of New Tenancy	Number of Bedrooms	Dwelling Type
		<input type="checkbox"/> Separate House <input type="checkbox"/> Townhouse/Semi-Detached <input type="checkbox"/> Flat/Unit

BOND VALUE DETAILS

Bond Value Current Premises	Bond Value New Premises	Value of Difference Between Current and New Premises	New Premises Weekly Rent	Date Bond Received by Lessor/Agent

TENANT DETAILS (This form cannot be used to change the tenant/s listed on the bond)

Full Name		Daytime Phone Number	
Postal Address		Alternate Phone Number	
Suburb / Postcode		Date Signed	
Signature			
Full Name		Daytime Phone Number	
Postal Address		Alternate Phone Number	
Suburb / Postcode		Date Signed	
Signature			

Full Name		Daytime Phone Number	
Postal Address		Alternate Phone Number	
Suburb / Postcode		Date Signed	
Signature			
Full Name		Daytime Phone Number	
Postal Address		Alternate Phone Number	
Suburb / Postcode		Date Signed	
Signature			

LESSOR / MANAGING AGENT DETAILS

Full Name or Company		Daytime Phone Number	
Postal Address		Alternate Phone Number	
Suburb / Postcode		Date Signed	
Signature			

OFFICE USE ONLY

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