residential tenancies authority

33 Herschel Street
GPO Box 390 Brisbane Q 4001
Phone: 1300 366 311
Fax: (07) 3361 3666
Internet: www.rta.qld.gov.au

Form 2

Bond Lodgement

Residential Tenancies Act 1994 (Sections 59, 59A and 60)

Lodging a Rental Bond

It is not compulsory for a lessor to charge a tenant a rental bond. However, if a rental bond is charged, it must be lodged with the Residential Tenancies Authority, within 10 days of receipt.

Failure to lodge a rental bond is an offence under the Residential Tenancies Act 1994.

The maximum bond which can be charged is the equivalent of four times the weekly rent, when the weekly rent is $300 or less. If the rent is more than $300, there is no limit to the amount of bond which may be charged. If you rent the premises from your employer the Act contains special provisions regarding the charging of bonds.

In the case of moveable dwelling tenancies, the maximum bond which can be charged is the equivalent of two weeks' rent. Where electricity is supplied to a premises in the lessor's name, and individually metered, the equivalent of three weeks' rent may be charged as the bond.

Filling out this Form

Here's What the Lessor/Agent Does:

At the start of the tenancy, the lessor/agent and only the tenant/s who are the Bond Contributor/s should be entered on the form.

Who is required to sign the form

Only tenant/s who are the Bond Contributor/s and the lessor/agent should sign a Bond Lodgement Form.

It is the responsibility of the lessor/agent to ensure the form is completed correctly and to lodge the bond monies with the RTA within 10 days of receipt.

Forms and bond monies can be lodged with the RTA by:

Mail:	Post to	GPO Box 390 BRISBANE Qld 4001
Visiting the RTA's Counter:		33 Herschel Street BRISBANE Qld 4000

Taking it to any approved Australia Post Office throughout Queensland.

Here's What We Do

Upon receipt of the form and the bond monies, the RTA will send an Official Receipt to each of the parties to the rental bond. The Official Receipt contains a Rental Bond Number which uniquely identifies the details of the tenancy. This should be used in all communications with the RTA.

You will find information about the bond refund process on the back of the Official Receipt.

If you require further information, please visit our Internet site: www.rta.qld.gov.au or telephone the RTA on 1300 366 311.

The collection of information on this form is authorised by both the *Residential Tenancies Act (1994)* and *Information Standard No 42,* and may be used by the RTA for purposes authorised or permitted by the Act. Information will be treated confidentially and will only be released if it is authorised by law or if it is necessary for certain types of law enforcement. Non-identifying rental industry statistical information is regularly released to interested parties.

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Residential Tenancies Act 1994 (Sections 59, 59A and 60)

Please Use Block Letters and enter only Tenant/s who are Bond Contributors

1 **Surname or Family Name** | First Name(s) | Amount Contributed | Contact Phone Number

1.		**$**	
2.		**$**	
3.		**$**	

2 **Address of Rental Premises**

Postcode

3 **Date Tenancy Starts** / / **Date Tenancy Ends** / /

4 **Type of Dwelling**

- Flat/Unit ☐
- House ☐
- Moveable Dwelling/Site with electricity supplied and individually metered ☐
- Moveable Dwelling/Site ☐
- Boarding House ☐
- Townhouse/Semi-Detached House ☐
- House Boat ☐
- Other ☐

5 **Number of Bedrooms** ☐

6 **Who manages this rental property?**

- Licensed real estate agent ☐
- Community housing organisation ☐
- Lessor/Owner ☐
- Moveable Dwelling Lessor/Manager ☐
- Other ☐

7 **Managing Agent/Lessor Details**

Name

Address

Postcode

Phone Number (B/H) | Mobile Phone Number

8 **Weekly Rent & Bond Payment**

Total Bond	Weekly Rent	Amount of Bond Money Received
$	**$**	**$**

If the Lessor is the tenant's employer, has the tenant been given a rent subsidy?

No ☐
Yes ☐

9 **Rental Bond Transfers**

Is the Bond for the rental premises in Question 2 to be transferred from an existing rental bond held by the Authority?

No ☐ ▸ Go to next question
Yes ☐ ▸ Tenant/s will need to complete a ***Transfer of Bond (Form 3)***

Existing rental bond number

What additional amount is being paid to cover an increased rental bond if the transfer amount is not enough? **$**

10 **Tenant 1.** Who is a Bond Contributor - Signature — Date / /

Tenant 2. Who is a Bond Contributor - Signature — Date / /

Tenant 3. Who is a Bond Contributor - Signature — Date / /

Lessor/Agent – Signature — Date / /

RTA Office Use Only

Mail	Data	Validation

Send to RTA with the bond money – Tenant & Lessor/Agent should make a copy for their records