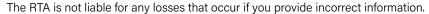
## **Update your details**





Please note: the RTA's Update Your Details Web Service is the quickest and easiest way to keep your details up to date.

Important: If you are unable to use RTA Web Services, email or post and you need urgent help to submit an Update your details form, please call the RTA on 1300 366 311 and we can help you.

The bank details provided will be kept on your record and will be used when refunding any bond payments.

| 1. | Client              | details  Tenants and lessors  Helpful hint: If you are a tenant or lessor (including a joint lessor), please complete this section of the form and then fill in your bank details and sign and date below.                |   |               |            |                         |                  |          |
|----|---------------------|---|---|---------------|------------|-------------------------|------------------|----------|
|    |                     | First name/s  |   | Last name     |            |                         |                  |          |
|    |                     | Bond number   |   | Date of birth |            |                         |                  |          |
|    |                     | Phone   |   | Mobile        |            |                         |                  |          |
|    |                     | Rental premises address   |   |               |            |                         |                  |          |
|    |                     |   |   |               |            |                         | Postcode         |          |
|    |                     | Postal address  |   |               |            |                         |                  |          |
|    |                     |   |   |               |            |                         | Postcode         |          |
|    |                     | Email   |   |               | ti         | ick if you agree to rec | eive RTA notices | by email |
|    |                     | If your end of tenancy date   | e has changed, please enter new c       | late          |            |                         |                  |          |
| 1  |                     | The end of tenancy date can be found on your tenancy agreement/lease. If your tenancy does not have an end date because you are on a periodic lease, please leave this section blank.  Organisations                      |   |               |            |                         |                  |          |
|    |                     | Helpful hint: if you are filling in this form on behalf of an organisation (including a tenant organisation) please complete this section and then fill in your company's bank details, and sign and date the form below. |   |               |            |                         |                  |          |
|    |                     | Organisation's name   |   |               |            |                         |                  |          |
|    |                     | Trading name (optional)   |   |               |            |                         |                  |          |
|    |                     | ABN   |   | RTA ID        | (if known) |                         |                  |          |
|    |                     | Phone Mobile  |   |               |            |                         |                  |          |
|    |                     | Physical address  |   |               |            |                         |                  |          |
|    |                     |   |   |               |            |                         | Postcode         |          |
|    |                     | Postal address  |   |               |            |                         |                  |          |
|    |                     |   |   |               |            |                         | Postcode         |          |
|    |                     | Email tick if you agree to receive RTA notices by email   |   |               |            |                         |                  |          |
| 2. |                     | count details   |   |               |            |                         |                  |          |
|    |                     | nt holder's name  |   |               |            |                         |                  |          |
| •  | BSB                 |   | Account number                          |               |            |                         |                  |          |
| ა. | Signatu<br>Print na |   |   |               |            |                         |                  |          |
|    |                     |   | atory is the main signatory of the acco |               |            |                         |                  |          |

Email form to bonds@rta.qld.gov.au, or post form to RTA, GPO Box 390, Brisbane QLD 4001

## **Update your details**



## This page does not need to be returned to the RTA

## Important information

By submitting this form to the Residential Tenancies Authority (RTA), each signatory affirms that, to the best of their knowledge, the information provided by them on this form is accurate and truthful and confirms that the document is not false or misleading in any material particular.

The RTA is collecting your personal information for the purpose of carrying out the RTA's functions under the Residential Tenancies and Rooming Accommodation Act 2008 (Qld) and may provide your information to QCAT and other bodies in accordance with the RTA's functions. For more information see the RTA's privacy plan contained on the RTA website.

The RTA does not accept responsibility for any loss or damage which may result from providing incorrect information to the RTA.

Section 447 of the Residential Tenancies and Rooming Accommodation Act 2008 (Qld) makes it an offence for a person to knowingly give the RTA documents containing false or misleading information. Maximum penalty for such an offence – 20 penalty units.



**Other languages:** You can access a free interpreter service by calling the RTA on 1300 366 311 (Monday to Friday, 8:30am to 5:00pm).

