

Only tenants/residents who pay bond, and the property manager/owner, should fill out this form.

**1 Address of rental property** (rooming accommodation: include room number)

	Postcode

- ☐ New bond
- ☐ Existing rental bond number

**2 Agreement starts**  **Agreement ends**

**3 Number of bedrooms**

**4 Type of dwelling**

<b>Residential tenancy OR Rooming accommodation</b>	<input type="checkbox"/> Flat/unit	<input type="checkbox"/> House	<input type="checkbox"/> Townhouse
	<input type="checkbox"/> Moveable dwelling/site <input type="checkbox"/> Moveable dwelling/site with electricity supplied and individually metered		
	<input type="checkbox"/> Boarding house	<input type="checkbox"/> Supported accommodation	<input type="checkbox"/> Student rooming accommodation

**5 Type of management**

<b>Residential tenancy OR Rooming accommodation</b>	<input type="checkbox"/> Owner	<input type="checkbox"/> Property manager	<input type="checkbox"/> Moveable dwelling owner/manager
	<input type="checkbox"/> Social housing organisation <input type="checkbox"/> Other _____		
	<input type="checkbox"/> Owner	<input type="checkbox"/> Manager/provider	<input type="checkbox"/> Real estate agent <input type="checkbox"/> Other _____

**6 Property manager/owner**

Full name/trading name									
ABN									RTA ID (if known)
Postal address									Postcode
Phone			Mobile			Date		Signature	
Email						<input type="checkbox"/> tick if you agree to receive RTA notices by email			

**7 Payment method**

- ☐ Cheque/money order ☐ BPAY (Payment reference will be emailed)

**8 Weekly rent and bond**

Total bond	Weekly rent	Bond paid with this form
\$ <input type="text"/>	\$ <input type="text"/>	\$ <input type="text"/>

Tenant receives a rent subsidy (property owner is tenant's employer) Yes ☐

**9 Tenants/residents who have paid bond money** (include individual amounts)

First name/s		Last name		\$ <input type="text"/>
Date of birth	Phone		Mobile	
RTA ID (if known)		Date	Signature	
Email		<input type="checkbox"/> tick if you agree to receive RTA notices by email		

  

First name/s		Last name		\$ <input type="text"/>
Date of birth	Phone		Mobile	
RTA ID (if known)		Date	Signature	
Email		<input type="checkbox"/> tick if you agree to receive RTA notices by email		

If more than 2 tenants/residents complete a second form.

The RTA is not liable for any losses that occur if you provide incorrect information.

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 and may provide your information to QCAT and other bodies. For more information see RTA website.

## Use this form to

- pay the bond (full, or part payment), or
- increase the bond (rent has been increased)

Once the property manager/owner receives the bond, it **must be paid to the RTA within 10 days**. It is an offence not to do so.

## Paying the bond

BPAY – go to [rta.qld.gov.au](http://rta.qld.gov.au) and upload this form, or send in the form/s and we will send you a BPAY reference number

Post (with cheque or money order) – RTA, GPO Box 390 Brisbane Q 4001

## Maximum bond

Residential tenancy

- equal to 4 weeks rent (weekly rent \$700 or less)
- no limit on bond amount (weekly rent more than \$700)

Moveable dwelling (e.g. caravan)

- equal to 2 weeks rent
- when electricity is supplied and individually metered, equal to 3 weeks rent

Rooming accommodation

- equal to 4 weeks rent (weekly rent \$500 or less)
- no limit on bond amount (weekly rent more than \$500)
- if bond is paid in instalments, go to [rta.qld.gov.au](http://rta.qld.gov.au) for details

