

BOND LODGEMENT FORM

TIPS FOR FILLING IN YOUR BOND LODGEMENT FORM

When you start a new lease or renew your existing lease you will need to complete the Bond Lodgement Form and all parties to the bond must sign the form, this means, all tenants on the lease and the property owner/property agent. This is mandatory, all bonds must now be lodged with the Rental Deposit Authority.

Please find below some of the terms on the form explained to assist with filling out the Bond Lodgement form correctly. All the fields with a * must be completed.

Tenants – please supply as much information as possible, ie, mobile phone number, email address. This will ensure we have other ways of contacting you when you move out at the end of the tenancy.

THE RENTAL DEPOSIT AUTHORITY (RDA) WILL NOT PROCESS FORMS WITH ERASURES OR ALTERATIONS - LEAVE UNUSED FIELDS BLANK

PRSS NUMBER
If you have received bond assistance from Colony 47 or Anglicare the property you rent will have a PRSS Number. Colony 47 or Anglicare should complete these details on the Bond Lodgement Form.

BOND LODGEMENT DATE
This is the date that the RDA receives the funds. You can leave this blank

AMOUNT PAID
This should be the total amount paid and will usually be the total amount of the bond, it may be less if there is a contribution by Colony 47 or Anglicare. The total amount of the bond cannot be more than four weeks rent.

AGENT ID
If your real estate agent is a registered user with the RDA they will have an Agent ID. If not, this field should be left blank and the other details under Property Owner/Agent Details should be completed and signed.

TENANT CONTRIBUTION
This is the amount that each tenant has paid toward the bond

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INDIVIDUAL DEPOSIT CONTRIBUTORS (page 2)
A person other than a tenant who contributes to the bond and does not live at the rental property, may provide money toward the bond.

If an individual deposit contributor signs a lodgement form, they will also have to sign the claim form at the end of the lease before the funds can be paid out.