



Use Blue or Black pen only

Write in CAPITAL letters inside the boxes

# Bond Lodgement Form - Page 1

## Rental Deposit Authority

\* indicates Mandatory fields

Product Code 96

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

Tenancy Start Date

/  / 20

Tenancy End Date

/  / 20

Amount Paid \*

\$

Deposit Contributor details *Mark X in one box only*

Anglicare  Colony 47

PRSS No.

Anglicare / Colony 47 Contribution

\$

Weekly Rental Amount

\$

Total Bond Amount

\$

### Property Details

Room / Unit No.

Street No.\*

Street Name\*

Suburb\*

State\*

T A S

Post Code\*

No. of Bedrooms

Type of Premises *Mark X in one box only*

Separate House  Flat or unit or apartment  Terrace or Townhouse or Semi-detached  Caravan  Others

*Please Specify*

### Property Owner / Agent Details

Agent ID

Or

Family Name/ Business Name\*

Given Name\*

Mobile No.

*Mandatory if the SMS box is marked*

P.O. Box No.

Room / Unit No.

Street No.\*

Street Name\*

Suburb\*

State\*

Post Code\*

Email Address *Mandatory if the email box is marked*

Signature\*

*Never sign a blank form*

x

Preferred mode of contact\* *Mark X in one box only*

SMS  Email  Post

### Tenant Details

Tenant 1 Family Name\*

Given Name\*

Email Address *Mandatory if the email box is marked*

Tenant 1 Contribution\* \$

Mobile No.

*Mandatory if the SMS box is marked*

Preferred mode of contact\* *Mark X in one box only*

SMS  Email  Post

Signature\*

*Never sign a blank form*

x

Tenant 2 Family Name\*

Given Name\*

Email Address *Mandatory if the email box is marked*

Tenant 2 Contribution\* \$

Mobile No.

*Mandatory if the SMS box is marked*

Preferred mode of contact\* *Mark X in one box only*

SMS  Email  Post

Signature\*

*Never sign a blank form*

x

Continued in Next Page

Bond Lodgement Date

/  / 20

Personal information will be collected from you for the purpose of maintaining a register of persons holding an interest in a security deposit pursuant to the Residential Tenancy Act 1997 and will be used by the Department for purposes permitted by that Act. Failure to provide mandatory information may result in the inability to process your form. Your basic personal information may be disclosed to other public sector bodies where necessary or if required by law. Personal information will be managed in accordance with the Personal Information Protection Act 2004 and may be accessed by the individual to whom it relates on request to the Department. You may be charged a fee for this service. This document has been prepared by the Department of Justice for and on behalf of the Minister for Corrections and Consumer Protection.

RDA LODGE02-190809

Office Use Only

### Tenant Details

Tenant 3 Family Name\*

Given Name\*

Email Address *Mandatory if the email box is marked*

Tenant 3 Contribution\* \$

Mobile No. *Mandatory if the SMS box is marked*

Preferred mode of contact\* *Mark X in one box only*

Signature\*

*Never sign a blank form*

SMS  Email  Post

x

Tenant 4 Family Name\*

Given Name\*

Email Address *Mandatory if the email box is marked*

Tenant 4 Contribution\* \$

Mobile No. *Mandatory if the SMS box is marked*

Preferred mode of contact\* *Mark X in one box only*

Signature\*

*Never sign a blank form*

SMS  Email  Post

x

### Individual Deposit Contributors

Family Name\*

Given Name\*

Room / Unit No.

Street No.\*

Street Name\*

Suburb\*

State\*

Post Code\*

Amount Contributed\* \$

Email Address *Mandatory if the email box is marked*

Signature\*

*Never sign a blank form*

Mobile No. *Mandatory if the SMS box is marked*

Preferred mode of contact\* *Mark X in one box only*

SMS  Email  Post

x

### Instructions:

1. Property Owners MUST fill in the following: Property Details, Total Bond Amount, and Property Owner/Agent Details. If you are a private owner, do not fill in the Agent ID box. You may fill in the Tenant Names and the Total Bond Amount. You MUST also sign with your regular signature.
2. Tenants MUST fill in the following: Amount Paid (the amount you pay to *Service Tasmania* or to your agent) and Tenant Details, including the amount each tenant contributes to the bond (Tenant Contribution). You MUST also sign with your regular signature.
3. If bond assistance is provided by Anglicare or Colony 47 they will provide the PRSS No. and contribution amount directly to the owner/agent to fill in.
4. When everyone has filled in their parts of the form, the tenant should take the form and money to their agent or to *Service Tasmania*, together with the amount they are paying towards the bond. If a Colony 47 or Anglicare amount is due, that organisation will pay it directly to the Rental Deposit Authority.
5. DO NOT photocopy or fax the form. Our scanners cannot read copied forms so we'll probably get you to fill in another form if you do so!
6. Keep your Bond Receipt somewhere safe, together with your lease agreement and condition report. You will need your bond number to claim your bond money back at the end of the lease, and your condition report is evidence if there is a dispute.
7. For more assistance on completing this form or the bond lodgement process, call 1300 65 44 99 or visit <http://www.mybond.tas.gov.au>