Tasmanian Government

Use Blue or Black pen only

Write in CAPITAL letters inside the boxes

Tenant Transfer Form
Rental Deposit Authority

Send original form to PO Box 56, Rosny, TAS 7018

* Indicates Mandatory Fields

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

Details of Bond (from Bond receipt)

Bond Number*

Date of Transfer* / / 20

Tenant Information

Outgoing Tenant 1 Family Name* **Given Name***

Email Address **Signature*** *Never sign a blank form*

✗

Daytime Telephone Number*

Outgoing Tenant 2 Family Name* **Given Name***

Email Address **Signature*** *Never sign a blank form*

✗

Daytime Telephone Number*

Outgoing Tenant 3 Family Name* **Given Name***

Email Address **Signature*** *Never sign a blank form*

✗

Daytime Telephone Number*

Incoming and Continuing Tenant Information

Continuing/Incoming Tenant 1 Family Name* **Given Name***

Email Address *Mandatory if the email box is marked* **Signature*** *Never sign a blank form*

✗

Mobile Telephone Number* *Mandatory if the SMS box is marked* **Preferred mode of contact*** *Mark X in one box only*

SMS Email Post

Continuing/Incoming Tenant 2 Family Name* **Given Name***

Email Address *Mandatory if the email box is marked* **Signature*** *Never sign a blank form*

✗

Mobile Telephone Number* *Mandatory if the SMS box is marked* **Preferred mode of contact*** *Mark X in one box only*

SMS Email Post

Continuing/Incoming Tenant 3 Family Name* **Given Name***

Email Address *Mandatory if the email box is marked* **Signature*** *Never sign a blank form*

✗

Mobile Telephone Number* *Mandatory if the SMS box is marked* **Preferred mode of contact*** *Mark X in one box only*

SMS Email Post

Continuing/Incoming Tenant 4 Family Name* **Given Name***

Email Address *Mandatory if the email box is marked* **Signature*** *Never sign a blank form*

✗

Mobile Telephone Number* *Mandatory if the SMS box is marked* **Preferred mode of contact*** *Mark X in one box only*

Property Owner / Agent Details

Agent ID *Or* **Property Owner Family Name / Business Name*** **Signature*** *Never sign a blank form*

✗

Given Name*

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.

Office Use Only