

4 Refund of rental bond (Form 4)

Residential Tenancies and Rooming Accommodation Act 2008
(Sections 125–141)



Lodge form online (rta.qld.gov.au) or by post. **Do not email this form.**

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

	Postcode

Rental bond number

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2 Only send this form to the RTA if:

- notice ending the tenancy has expired Expiry date OR
- notice was not issued and the tenants/residents have vacated Date vacated OR
- bond has decreased New weekly rent \$

3 Tenants/residents refund details (include individual amounts)

First name/s		Last name		RTA ID (if known)	
Date of birth		Phone		Mobile	
Forwarding address				Postcode	
Email				\$	
Refunds only paid into Australian bank accounts (no cheques)			Date		If the amount above is blank do not sign
Name of account holder				Signature	
BSB no.		Account no.			

First name/s		Last name		RTA ID (if known)	
Date of birth		Phone		Mobile	
Forwarding address				Postcode	
Email				\$	
Refunds only paid into Australian bank accounts (no cheques)			Date		If the amount above is blank do not sign
Name of account holder				Signature	
BSB no.		Account no.			

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

4 Property manager/owner refund details

Full name/trading name					
Phone		Mobile		RTA ID (if known)	
Postal address				Postcode	
Email				\$	
Refunds only paid into Australian bank accounts (no cheques)			Date		
Name of account holder				Signature	
BSB no.		Account no.			

Details of claim/amounts

5 Total bond held by the RTA

\$

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.

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Fast refunds

- everyone agrees on how the bond should be paid
- everyone signs this form
- refunds are only paid into Australian bank accounts and will not be paid by cheque

Agreement cannot be reached

When a refund form/s does not have all the necessary signatures we:

- refund undisputed amount/s
- hold disputed amounts, and
- send a *Notice of claim* to the people who did not sign the refund form (they will have 14 days to dispute the bond claim)

The RTA may assist with dispute resolution.

Alterations

- do not use correction fluid
- everyone must sign any alteration to bond amounts (full signatures required)

Forwarding address

Tenants/residents must give a forwarding address to the property manager/owner if requested in writing.

Property manager/owner must include the forwarding address on this form if it has been provided by the tenants/residents.

Bond loan

If the bond involves a bond loan, the RTA will pay the Department of Housing and Public Works the loan balance from the tenant's refund.

Lodging this form:

- online: rta.qld.gov.au (conditions apply)
- post: RTA, GPO Box 390, Brisbane Q 4001

Lodge form online (rta.qld.gov.au) or by post. **Do not email this form.**

Any person knowingly submitting false or misleading details on this refund form is committing an offence under Queensland law.

