

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

	Postcode

Rental bond number

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2 Details of the new rental property (rooming accommodation: include room number)

	Postcode
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Date new agreement starts Date new agreement ends

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Number of bedrooms (new property)

Type of dwelling

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

3 Details of the lessor, agent or manager/provider

Full name/trading name									
ABN					Agent's RTA ID (if known)				
Postal address								Postcode	
Phone					Mobile				
Email									

4 Bond amount currently held by RTA	\$
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5 Weekly rent (new property)	\$
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6 Bond amount (new property)	\$
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7 Contributions to be transferred to new property in name/s of person/s listed	Person A	\$
	Person B	\$
	Person C	\$

8 Balance of bond to be refunded, if any (see instructions overleaf)	Person A	\$
	Person B	\$
	Person C	\$
	Lessor/agent	\$

9 Amount of bond money paid with this form (new property) \$

10 Full name and details of the tenants/residents (all must sign)

A. First name/s	Last name	Signature <i>Do not sign an incomplete form</i>
Date of birth	Phone	
	Date	
B. First name/s	Last name	Signature <i>Do not sign an incomplete form</i>
Date of birth	Phone	
	Date	
C. First name/s	Last name	Signature <i>Do not sign an incomplete form</i>
Date of birth	Phone	
	Date	

11 Signature of the lessor, agent or manager/provider

Full name/trading name	Signature <i>Do not sign an incomplete form</i>
Date	

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.

This form transfers bond money from one property to another and only allows transfers where the lessor, agent or manager/provider remains the same.

Please provide your full name as shown on your identification.

All relevant fields need to be completed or processing delays may result.

The Residential Tenancies Authority (RTA) will issue an *Acknowledgement of rental bond* to confirm the transfer and provide the new rental bond number.

To have bond balances refunded and deposited into your bank account, please complete and attach a *Direct deposit nomination form* available from the RTA website. For all agents, funds will be directed to the bank account nominated on your *Rental bond direct credit and email notification statement of agreement*.

Department of Housing and Public Works bond loans may be transferred to another rental property only if the tenant/residents and the lessor, agent or manager/provider remain the same and the lessor, agent or manager/provider is not claiming an amount on the bond.

Lodging your form

Forms can be lodged by post, in person Mon–Fri 8:30am – 5pm, by fax or scanned and emailed to bonds@rta.qld.gov.au (file size limit 5mb).

Return signed form (unless faxed or scanned and emailed) to the RTA—keep a copy for your records.

