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**Transfer of Bond**

Residential Tenancies Act 1994

**Purpose of this form**—To arrange for bond to be transferred from one tenancy to another (usually a different rental property) where all parties agree to the transfer of monies. Bond transfers are a client service offered by the RTA. A new lessor/agent is not obliged to accept a bond transfer.

**Form completed by**—Lessor/Agent of the previous rental property. All parties must sign the form and it can be posted to RTA by either party. Tenants should show a copy of this form to their new lessor/agent.

**The next step**—Upon receipt of the form, bond monies are transferred to a new bond account for the new tenancy. This is matched with details provided on the Bond Lodgement (Form 2) when it is received from the new lessor/agent.

**Rental Bond Number**

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**RTA Office Use Only**

Mail	Approved
Data Entry	Validation

**Please Use Block Letters and enter only Tenant/s who are Bond Contributors**

1 What are the names of the Tenant/s?

Tenants – Surname or Family Name	First Name/s	Contact Phone Number
1.		( )
2.		( )
3.		( )

2 Enter the **Rental Bond Number** in the box at the top of the form.

3 Address of previous rental premises.

Postcode

Phone Number

( )
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4 Name and address of agent or lessor (if no agent) for the previous rental premises

Name

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Address

Postcode

5 Address of new rental premises

Postcode

Phone Number

( )
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6 Name and address of agent or lessor (if no agent) for the new rental premises

Name

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Address

Postcode

**Bond Transfer Details**

7 Bond Amount (New Premises) \$

8 What amount is currently held by RTA? \$

9 Amount of bond to be transferred to new premises in name/s of tenant/s listed above.	Tenant 1	\$ <input style="width: 40px;" type="text"/>
	Tenant 2	\$ <input style="width: 40px;" type="text"/>
	Tenant 3	\$ <input style="width: 40px;" type="text"/>

**BALANCE (if any)** \$

Amount to be refunded (if any) to tenant/s, lessor or agent.	Tenant 1	\$ <input style="width: 40px;" type="text"/>
	Tenant 2	\$ <input style="width: 40px;" type="text"/>
	Tenant 3	\$ <input style="width: 40px;" type="text"/>

**To previous lessor/agent** \$

10	Signature (Tenant 1 who is a Bond Contributor)	Date / /
	Signature (Tenant 2 who is a Bond Contributor)	Date / /
	Signature (Tenant 3 who is a Bond Contributor)	Date / /
	Signature (Previous lessor/agent))	Date / /

**Return this copy to RTA but make a copy for your records**