

# Update your details

The RTA is not liable for any losses that occur if you provide incorrect information.

Please note: the [Update Your Details Web Service](#) is the quickest and easiest way to keep your details up to date with the RTA. Only use this form if you are unable to use RTA Web Services.

**Important:** If you are unable to use [RTA Web Services](#) online or post and you need urgent help to submit an Update your details form, please call the RTA on 1300 366 311 and we can help you.

The bank details provided will be kept on your record and will be used when refunding any bond payments. Bond refunds can only be paid into Australian bank accounts and cannot be issued via cheque.

## 1. Client details

**Tenants and lessors**

*Helpful hint:* If you are a tenant or lessor (including a joint lessor), please complete this section of the form and then fill in your bank details and sign and date below. If you are completing this form on behalf of an organisation (including a tenant organisation), please fill in the organisation section.

First name/s	Last name
Bond number	Date of birth
Phone	Mobile
Rental premises address	
	Postcode
Postal address	
	Postcode
Email	<input type="checkbox"/> tick if you agree to receive RTA notices by email

If your end of tenancy date has changed, please enter new date

The end of tenancy date can be found on your tenancy agreement/lease. If your tenancy does not have an end date because you are on a periodic lease, please leave this section blank.

OR

**Organisations**

*Helpful hint:* if you are filling in this form on behalf of an organisation (including a tenant organisation) please complete this section and then fill in your company's bank details, and sign and date the form below.

Organisation's name										
Trading name (optional)										
ABN										RTA ID (if known)
Phone								Mobile		
Physical address										
										Postcode
Postal address										
										Postcode
Email										
<input type="checkbox"/> tick if you agree to receive RTA notices by email										

## 2. Bank account details

Account holder's name										
BSB								Account number		

## 3. Signature

Print name	Signature (authorised signatory*)	Date
<input type="text"/>	<input type="text"/>	<input type="text"/>

\* For organisations, the authorised signatory is the main signatory of the account. For agents, it is the principal licensee of the trust account.

## Post form to RTA GPO Box 390 Brisbane Q 4001

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.

