

2 Bond lodgement (Form 2)

Residential Tenancies and Rooming Accommodation Act 2008
(Sections 116–119)



Only tenants/residents who pay bond, and the property manager/owner, should fill out this form. Where possible, tenants/residents and property managers/owners should lodge the bond using the RTA's Bond Lodgement web service at rta.qld.gov.au instead of this form.

- New bond
 Existing rental bond number

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

| | |
|----------------------|----------|
| <input type="text"/> | Postcode |
|----------------------|----------|

2 Agreement starts Agreement ends

3 Number of bedrooms

4 Type of dwelling

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

5 Type of management

| | |
|------------------------------|--|
| Residential tenancy | <input type="checkbox"/> Owner <input type="checkbox"/> Property manager <input type="checkbox"/> Moveable dwelling owner/manager |
| OR | <input type="checkbox"/> Social housing organisation <input type="checkbox"/> Other _____ |
| Rooming accommodation | <input type="checkbox"/> Owner <input type="checkbox"/> Manager/provider <input type="checkbox"/> Real estate agent <input type="checkbox"/> Other _____ |

6 Property manager/owner

| | |
|----------------------------|--|
| Full name/trading name | |
| ABN <input type="text"/> | RTA ID (if known) <input type="text"/> |
| Postal address | |
| Postcode | |
| Phone <input type="text"/> | Mobile <input type="text"/> |
| Date <input type="text"/> | Signature |
| Email <input type="text"/> | <input type="checkbox"/> tick if you agree to receive RTA notices by email |

7 Payment method

- Cheque/money order BPAY (Payment reference will be emailed)

If you are lodging this paper Bond lodgement form, please select one of the two payment methods above. For a fast, secure and convenient transaction, tenants/residents and property managers/owners can also use the [RTA's Bond Lodgement Web Service](#) to lodge and pay the bond online in minutes using credit card, debit card or BPAY.

8 Weekly rent and bond

| | | |
|-------------------------|-------------------------|--------------------------|
| Total bond | Weekly rent | Bond paid with this form |
| \$ <input type="text"/> | \$ <input type="text"/> | \$ <input type="text"/> |

Tenant receives a rent subsidy (property owner is tenant's employer) Yes

9 Tenants/residents who have paid bond money (include individual amounts)

| | | |
|-------------------|--|-----------|
| First name/s | Last name | \$ |
| Date of birth | Phone | Mobile |
| RTA ID (if known) | Date | Signature |
| Email | <input type="checkbox"/> tick if you agree to receive RTA notices by email | |
| First name/s | Last name | \$ |
| Date of birth | Phone | Mobile |
| RTA ID (if known) | Date | Signature |
| Email | <input type="checkbox"/> tick if you agree to receive RTA notices by email | |

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

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.

Use this form to

- pay the bond (full, or part payment), or
- increase the bond (rent has been increased)

The bond can be paid to the RTA by the tenant or the property manager/owner. Once the property manager/owner receives the bond, **it must be paid to the RTA within 10 days**. It is an offence not to do so.

Paying the bond

Online | Where possible, tenants/residents and property managers/owners are encouraged to lodge the bond online using the [RTA's Bond Lodgement Web Service](#) instead of this paper form. It's fast, secure, 24/7 and supports BPAY, credit card and debit card payments.

Cheque/money order | Please post payments to the RTA – Residential Tenancies Authority, GPO Box 390, Brisbane, Qld, 4001.

BPAY | Once the RTA receives and processes this form, BPAY details will be issued for payment to be made. BPAY details will be sent via post or email (if the RTA has a consented email address on file for you). To opt in to receiving RTA emails, you can update your details using [RTA Web Services](#).

Maximum bond

Residential tenancy

- equal to 4 weeks rent (weekly rent \$700 or less)
- no limit on bond amount (weekly rent more than \$700)

Moveable dwelling (e.g. caravan)

- equal to 2 weeks rent
- when electricity is supplied and individually metered, equal to 3 weeks rent

Rooming accommodation

- equal to 4 weeks rent (weekly rent \$500 or less)
- no limit on bond amount (weekly rent more than \$500)
- if bond is paid in instalments, go to rta.qld.gov.au for details

Use RTA Web Services to lodge or refund
a bond, change bond contributors,
update your details and more.

rta.qld.gov.au/webservices

Renting that works
for everyone

