

Signature record (Form 8)

Residential Tenancies and Rooming Accommodation Act 2008



By submitting this form to the Residential Tenancies Authority (RTA), each signatory affirms that, to the best of their knowledge, the information provided by them on this form is accurate and truthful and confirms that the document is not false or misleading in any material particular.

1 Details of the property owner, property manager/agent or rooming accommodation manager/provider

Property owner Property manager/agent Rooming accommodation manager/provider

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

2 Signature/s of all authorised persons

| Print name/s | Signature/s | Date |
|--------------|-------------|------|
| 1. | | |
| 2. | | |
| 3. | | |
| 4. | | |
| 5. | | |
| 6. | | |

3 Signature of the property owner, real estate agency principal or rooming accommodation manager/provider

| Print name | Signature | |
|------------|-----------|--|
| | | |

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 (Qld) and may provide your information to the Queensland Civil and Administrative Tribunal (QCAT) and other bodies in accordance with the RTA's functions. For more information see the RTA's [privacy plan](#) available on the RTA website.

The RTA does not accept responsibility for any loss or damage which may result from providing incorrect information to the RTA.

Section 447 of the Residential Tenancies and Rooming Accommodation Act 2008 (Qld) makes it an offence for a person to knowingly give the RTA documents containing false or misleading information. Maximum penalty for such an offence - 20 penalty units.

Return signed original form to the RTA—keep a copy for your records.



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This page does not need to be returned to the RTA

This form is used to register with the Residential Tenancies Authority (RTA) all names and signatures of people authorised to sign RTA forms.

A new signature record must be signed by all authorised people and lodged with the RTA as soon as there is a change in authorised signatories. This form will replace all previous signature records.

Failure to provide current signatures can result in delays with rental bond refunds.

It is recommended that the signature records are updated every three months.

If there has been a change of ownership and/or management of the company, please use a [Change of property manager/owner \(Form 5\)](#).

Lodging your form

Forms can be lodged by post, in person (Monday to Friday, 8:30am to 5:00pm), or scanned and emailed to bonds@rta.qld.gov.au.

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Other languages: You can access a free interpreter service by calling the RTA on 1300 366 311 (Monday to Friday, 8:30am to 5:00pm).