

Change of Shared Bond Arrangement (Form 6)



Level 23, 179 Turbot Street
GPO Box 390 Brisbane Q 4001
Phone: 1300 366 311
Fax: (07) 3046 5266
Internet: www.rta.qld.gov.au



Form 6

Change of Shared Bond Arrangement

Residential Tenancies and Rooming Accommodation Act 2008

Purpose of this form – this form is used when a tenancy is continuing and there is a change involving tenants who own the bond. It is **NOT** to be used where one tenancy ends and **ALL** different tenants start a new tenancy. This form allows the RTA to keep accurate records about who 'owns' the bond, and who should receive a refund at the end of the tenancy.

If there is a bond loan involved, the tenant/s must contact Queensland Department of Communities (Housing and Homelessness Services) to approve the change.

Form completed by – the form is completed and signed by the previous tenant/s, the new tenant/s and the lessor/agent.

Paying out the bond – at the same time as the form is completed, the new/incoming tenant/s should 'pay out' the previous/outgoing tenant/s their share of the bond.

The next step – the form is lodged with the RTA by the new tenant/s or the lessor/agent.

Rental Bond Number

Fill in the Rental Bond Number issued by the RTA.

Before you sign make sure you read the "Purpose of this form" box above. It will help avoid confusion or disputes at the end of the tenancy when the bond is refunded.

Current and new tenants should take note of this step. Do not sign this form unless you have been paid out your share of the bond.

The full address of the rental premises should be written here.

Spell out the name of each tenant or co-tenant who contributed to the original bond and how much each contributed. All contributors to the initial bond must sign, including any tenant who is leaving and being paid out a share of the bond.

Fill out the name of each tenant or co-tenant that is now a contributor to the bond and how much each contributed. This includes current tenants who are continuing with the tenancy. All contributors to the bond must sign.

The lessor's or agent's name, address and phone contacts should be placed here

1 Enter the Rental Bond Number in the box at the top of the form

2 What is the address of the rental premises?

 Postcode

3 What are the names of tenant/s **currently** registered as bond contributors with the RTA?

Tenant/s last name	First name/s	Signature	Contact number	Amount contributed
1.				\$
2.				\$
3.				\$

Check that the amounts contributed by each tenant or co-tenant add up to the full bond.

4 What are the names of **ALL** tenants **to be registered** as bond contributors with the RTA (include currently registered tenant/s who is/are continuing the tenancy) and what amount has been contributed to the bond by all **tenants** listed?

Tenant/s last name	First name/s	Signature	Contact number	Amount contributed
1.				\$
2.				\$
3.				\$

5 What are the lessor/agent's details?

Name

Address

 Postcode

Phone number (B/H) Phone number (A/H)

Lessor/agent's signature

Date / /

Make sure the lessor or agent sign and put the date here.

Privacy
 The collection of personal information on this form is authorised by both the Residential Tenancies and Rooming Accommodation Act 2008 (the RTRA Act) and the Information Privacy Act 2009 (the IP Act). The Information Privacy Principles (IPPs) detailed in the IP Act set out how the RTA will use and disclose personal information and how individuals can access and apply to amend documents containing their personal information. The RTA will not disclose your personal information to any third party without your consent unless authorised or required by law. The RTA may disclose your information to other Government Agencies, such as the Queensland Civil and Administrative Tribunal (QCAT), in order for the RTA to perform its functions under the RTRA Act. The RTA may disclose non-identifying rental industry statistical information to interested parties.

Return this copy to RTA – Please keep a copy for your records

Ensure either the lessor/agent or the new tenant/s return the completed and fully signed copy of the form to the RTA. It is wise to keep a copy for your records.