

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.

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.

Page 1 of 2 - Complete all pages **Lodge form online (rta.qld.gov.au) or by post. Do not email this form.**

New bond **OR** Existing rental bond number

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

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

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	<input type="checkbox"/> Granny flat
	<input type="checkbox"/> Moveable dwelling/site <input type="checkbox"/> Moveable dwelling/site with electricity supplied and individually metered			

OR

Rooming accommodation	<input type="checkbox"/> Boarding house	<input type="checkbox"/> Supported accommodation	<input type="checkbox"/> Student rooming accommodation	<input type="checkbox"/> Granny flat
	<input type="checkbox"/> Room within a property where the owner also lives			

5 Type of management

Residential tenancy	<input type="checkbox"/> Owner	<input type="checkbox"/> Property manager	<input type="checkbox"/> Moveable dwelling owner/manager
	<input type="checkbox"/> Social housing organisation		
	<input type="checkbox"/> Other <input type="text"/>		

OR

Rooming accommodation	<input type="checkbox"/> Owner	<input type="checkbox"/> Manager/provider	<input type="checkbox"/> Real estate agent
	<input type="checkbox"/> Other <input type="text"/>		

6 Property manager/owner

Full name/trading name <input type="text"/>									
ABN <input type="text"/>					RTA ID (if known) <input type="text"/>				
Postal address <input type="text"/>									
								Postcode <input type="text"/>	
Phone <input type="text"/>			Mobile <input type="text"/>			Date <input type="text"/>		Signature <input type="text"/>	
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](http://rta.qld.gov.au) to lodge and pay the bond online in minutes using credit card, debit card or BPAY.

Continued on page 2

2 Bond lodgement (Form 2)

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



Page 2 of 2 - Complete all pages

IMPORTANT: Copy rental bond details and address of rental property from page 1

New bond **OR** Existing rental bond number

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

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

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

When was the rent for the premises last increased? Date

Is the property manager/owner or provider classified as exempt, as defined in the Act? Yes No

Did the property owner/provider purchase the rental premises within 12 months of the tenancy agreement commencing? Yes No

If yes to above: What was the date the property was purchased?

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

Important: please provide a unique email address, which isn't shared with anyone else and can only be used by you. The RTA cannot record the same email address for multiple customers due to privacy and security reasons. If you provide the same email address as another RTA customer, we will communicate with you by post for future bond and tenancy transactions.

Tenant 1

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		

Optional - do you identify as: (mark all that apply)

Aboriginal and Torres Strait Islander peoples Culturally and linguistically diverse people People living with a disability

Tenant 2

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		

Optional - do you identify as: (mark all that apply)

Aboriginal and Torres Strait Islander peoples Culturally and linguistically diverse people People living with a disability

Tenant 3

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		

Optional - do you identify as: (mark all that apply)

Aboriginal and Torres Strait Islander peoples Culturally and linguistically diverse people People living with a disability

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](#).

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 QCAT and other bodies in accordance with the RTA's functions. For more information see the RTA's [privacy plan](#) contained 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.

Maximum bond

Residential tenancy

- equal to 4 weeks rent regardless of the weekly rent amount

Moveable dwelling (e.g. caravan)

- equal to 2 weeks rent regardless of the weekly rent amount
- when electricity is supplied and individually metered, equal to 3 weeks rent regardless of the weekly rent amount

Rooming accommodation

- equal to 4 weeks rent regardless of the weekly rent amount
- if bond is paid in instalments, go to rta.qld.gov.au for details

Rent increase

You can find the date of the last rent increase on your General Tenancy Agreement (Form 18a, Form 18b or Form R18) or alternatively ask your property manager/owner or provider.

The property manager/owner or provider must not increase, or propose to increase, the rent payable by a tenant/resident less than 12 months after the last rent increase for the residential premises or resident's room.

Rent increase requirements do not apply to exempt property managers/owners or exempt providers. The Act provides definitions for an exempt property manager/owner and an exempt provider.

For properties purchased between 6 June 2023 and 6 June 2025, the requirement to include the date of the last rent increase in the tenancy agreement and to provide evidence of a rent increase upon the tenant's request does not apply if the new owner or property manager does not have information about the previous rent increase. For properties being rented for the first time, the date of the last rent increase is the date the property is first rented.



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).