

# 4 Refund of rental bond (Form 4)

Residential Tenancies and Rooming Accommodation Act 2008  
(Sections 125–141)



Lodge form online ([rta.qld.gov.au](http://rta.qld.gov.au)) or by post. Do not email this form.

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

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

	Postcode

### Rental bond number

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## 2 Only send this form to the RTA if:

- notice ending the tenancy has expired Expiry date  OR
- notice was not issued and the tenants have vacated Date vacated  OR
- bond has decreased New weekly rent \$

## 3 Tenants refund details (include individual amounts) *If more than 2 tenants complete a second form*

First name/s		Last name		RTA ID (if known)	
Date of birth		Phone		Mobile	
Forwarding address				Postcode	
Email				\$	
Refunds <b>only</b> paid into Australian bank accounts (no cheques)			Date		<i>If the amount above is blank do not sign</i>
Name of account holder				Signature	
BSB no.		Account no.			

First name/s		Last name		RTA ID (if known)	
Date of birth		Phone		Mobile	
Forwarding address				Postcode	
Email				\$	
Refunds <b>only</b> paid into Australian bank accounts (no cheques)			Date		<i>If the amount above is blank do not sign</i>
Name of account holder				Signature	
BSB no.		Account no.			

## 4 Property manager/owner refund details

Full name/trading name					
Phone		Mobile		RTA ID (if known)	
Postal address				Postcode	
Email				\$	
Refunds <b>only</b> paid into Australian bank accounts (no cheques)			Date		
Name of account holder				Signature	
BSB no.		Account no.			

Details of claim/amounts

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## 5 Total bond held by the RTA

\$
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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.

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## Fast refunds

- there is agreement on how the bond should be paid
- everyone listed on the bond signs the refund form
- refunds are only paid into Australian bank accounts (no cheques)

## Other refunds

- not everyone signs the same bond refund form, and/or
- there is no agreement about how the bond should be paid

When this occurs the RTA:

- releases any undisputed amount/s
- holds any disputed amount/s, and
- sends a *Notice of claim* to the people who did not sign the refund form. They will have 14 days to dispute the bond claim.

The RTA may assist with dispute resolution.

## Alterations

- do not use correction fluid
- everyone must sign any alteration to bond amounts (full signatures required)

## Forwarding address

Tenants must give a forwarding address to the property manager/owner if requested in writing.

Property manager/owner must include the forwarding address on this form if it has been provided by the tenants.

## Bond loan

If the bond involves a bond loan, the RTA will pay the Department of Communities, Housing and Digital Economy the loan balance from the tenant's refund.

## Lodging this form:

- online: [rta.qld.gov.au](http://rta.qld.gov.au) (conditions apply)
- post: RTA, GPO Box 390, Brisbane Q 4001

Lodge form online ([rta.qld.gov.au](http://rta.qld.gov.au)) or by post. **Do not email this form.**

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

*Any person knowingly submitting false or misleading details on this refund form is committing an offence under Queensland law.*