

6 Change of bond contributors (Form 6)

Residential Tenancies and Rooming Accommodation Act 2008



You can use the [Change of Bond Contributors Web Service](#) to update bond contributors and/or bond contribution amounts quickly and easily online. Only use this form if you are unable to use RTA Web Services.

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

- Anyone being removed from the bond, or reducing their bond contribution amount, must sign the form
- If you are transferring some, or all of your bond to another party, you should make sure the new or remaining bond contributor/s pay you the necessary portion of the bond.

Rental bond number

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

	Postcode
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2 If the end date of the lease/tenancy agreement has changed, what is the new end date?

3 Tenants/residents to be removed from the bond (if applicable)

First name/s	Last name		
Date of birth	Phone	Mobile	Signature
Email	<input type="checkbox"/> tick if you agree to receive RTA notices by email		Date

First name/s	Last name		
Date of birth	Phone	Mobile	Signature
Email	<input type="checkbox"/> tick if you agree to receive RTA notices by email		Date

4 Tenants/residents to be added to the bond (if applicable)

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

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

5 Tenants/residents to remain on the bond

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

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

6 Amounts must add up to **total bond held by the RTA** \$

7 Property manager/owner

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

Post form to RTA GPO Box 390 Brisbane Q 4001

Important information

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.

Anyone being removed from the bond, or reducing their bond contribution amount, must sign this form. All parties who are currently on the bond, or who are being added to the bond, should speak to each other before a Change of bond contributors request is submitted.

Any changes to the tenants at the property should be discussed with the property manager/owner before submitting a Change of bond contributors request.

Successfully submitting a Change of bond contributors request does not change the tenants listed on the tenancy agreement. It only changes who is listed on the bond and/or their bond contribution amounts held by the RTA. Any changes to the tenancy agreement (also known as the lease), require approval from the property manager/owner.

Bond loans

If you currently have a bond loan, you need to contact the Department of Housing and Public Works (DHPW) to request approval for the removal of a tenant from your bond.

Once DHPW confirms their approval this form can be completed and sent to the RTA. No new tenant/s can be added to a bond with an outstanding loan balance.

Please contact DHPW using the contact details below.

- Call 1800 501 702, email HousingEnquiry@smartservice.qld.gov.au or visit housing.qld.gov.au.

For more information on bond loans, please visit our [bond loan webpage](#).

Web Services

You can use the Change of Bond Contributors Web Service to update bond contributors and/or bond contribution amounts easily online. The Web Service is the quickest way to update your bond contributors/contribution amounts. Please visit rta.qld.gov.au/webservices to use the Change of Bond Contributors Web Service. Only use this form if you are unable to use RTA Web Services.

Lodging this form:

- post: RTA, GPO Box 390, Brisbane Q 4001

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.



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).