

# Signature record (Form 8)

Residential Tenancies and Rooming Accommodation Act 2008



## 1 Details of the lessor, agent or manager/provider

Lessor     Agent     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 real estate agency principal, property owner 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* and may provide your information to QCAT and other bodies. For more information see RTA website.

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



# Signature record (Form 8)

Residential Tenancies and Rooming Accommodation Act 2008



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 3 months.

If there has been a change of ownership and/or management of the company, please use a *Change of lessor, agent or manager/provider* (Form 5).

## Lodging your form

Forms can be lodged by post, in person (Mon–Fri, 8.30am–5pm), by fax (+61 7 3088 9110) or scanned and emailed to [bonds@rta.qld.gov.au](mailto:bonds@rta.qld.gov.au).

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