

4 Refund of rental bond (Form 4)

Residential Tenancies and Rooming Accommodation Act 2008
(Sections s125-135; 136-141)



Important: If you as a tenant or managing party are requesting a bond refund **due to a tenancy/residency interest ending on grounds of experiencing domestic and family violence**, please use the [Bond refund for persons experiencing domestic and family violence \(Form 4a\)](#) to request your bond refund.

Lodge form online (rta.qld.gov.au) or by post. Do not email this form.

1 Address of rental property (if 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 only 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 only 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 only paid into Australian bank accounts (no cheques)										Date										
Name of account holder										Signature										
BSB no.								Account no.												

Details of claim/amounts												

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 to this form

- 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 (conditions apply)
- post: RTA, GPO Box 390, Brisbane Q 4001

Lodge form online (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.