

Page 1 of 2 - Complete all pages

Please lodge by post. Do not email this form.

Only complete and send this form to the RTA if:

- you are a tenant, and
- the tenancy agreement was renewed after 30 September 2024, and
- the current bond is more than the equivalent of four weeks of the current rent, and
- you are not moving into a new property and the tenancy has not ended, and
- each bond contributor has signed the form.

The RTA cannot process the excess bond refund request without signatures from all bond contributors (tenants may need to submit multiple forms to capture the details of each bond contributor).

Please note: An excess bond refund request without signatures from all bond contributors cannot be accepted by the RTA. If there are more than 3 bond contributors, tenants are required to submit multiple forms to capture the details of each bond contributor. The RTA recognises that bond contributors can change throughout a tenancy. The bond record can be updated with a [Change of bond contributors request \(Form 6\)](#). If not all bond contributors sign the Excess bond refund for tenants (Form 4b), and no Change of bond contributors (Form 6) is submitted, the excess bond cannot be released until the end of the tenancy. At that time, the bond will be processed according to the legislative process.

Rental bond number

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

		Postcode

2 The start date of the renewed tenancy agreement

3 The weekly rent amount for the renewed tenancy agreement \$

4 The maximum bond amount for the renewed tenancy agreement \$
 (The maximum bond amount cannot exceed 4 weeks rent)

5 The excess bond amount currently held by the RTA for this tenancy \$
 (The excess bond amount is any bond money held by the RTA that exceeds 4 times the weekly rent amount after the tenancy agreement has been renewed)

6 Tenants refund details (include individual amounts)

Tenant 1

First name/s		Last name		RTA ID (if known)	
Date of birth		Phone		Mobile	
Email				<input type="checkbox"/>	tick if you agree to receive RTA notices by email
Refunds <i>only</i> paid into Australian bank accounts (no cheques)				Excess bond amount	\$ <input style="width: 100px; height: 20px;" type="text"/>
Name of account holder <input style="width: 90%; height: 20px;" type="text"/>					
BSB no.	<input style="width: 20px; height: 20px;" type="text"/>	<input style="width: 20px; height: 20px;" type="text"/>	<input style="width: 20px; height: 20px;" type="text"/>	Account no.	<input style="width: 20px; height: 20px;" type="text"/>
<p>I, <input style="width: 600px; height: 20px;" type="text"/> hereby affirm that, to the best of my knowledge, the document provided to the Residential Tenancies Authority (RTA) is accurate and truthful and is not false or misleading in any material particular. I understand that providing the RTA with a false or misleading document constitutes a criminal offence. I further acknowledge that the information provided is neither deceptive nor intended to secure an undue financial advantage.</p>					
Signature <input style="width: 300px; height: 30px;" type="text"/>			Date <input style="width: 100px; height: 20px;" type="text"/>		
<i>If the bond amount above is blank do not sign</i>					
Optional - do you identify as: (mark all that apply)					
<input type="checkbox"/> Aboriginal and Torres Strait Islander peoples <input type="checkbox"/> Culturally and linguistically diverse people <input type="checkbox"/> People living with a disability					

Continued on page 2

4b Excess bond refund for tenants (Form 4b)

Residential Tenancies and Rooming Accommodation Act 2008
(Section 585A)



Page 2 of 2 - Complete all pages

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

Rental bond number

Address of rental property (if rooming accommodation, include room number)

<input type="text"/>	Postcode	<input type="text"/>
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Tenant 2

First name/s	<input type="text"/>	Last name	<input type="text"/>	RTA ID (if known)	<input type="text"/>
Date of birth	<input type="text"/>	Phone	<input type="text"/>	Mobile	<input type="text"/>
Email	<input type="text"/>				<input type="checkbox"/> tick if you agree to receive RTA notices by email
Refunds only paid into Australian bank accounts (no cheques)				Excess bond amount	\$ <input type="text"/>
Name of account holder <input type="text"/>					
BSB no.	<input type="text"/>	<input type="text"/>	<input type="text"/>	Account no.	<input type="text"/>
I, <input type="text"/> hereby affirm that, to the best of my knowledge, the document provided to the Residential Tenancies Authority (RTA) is accurate and truthful and is not false or misleading in any material particular. I understand that providing the RTA with a false or misleading document constitutes a criminal offence. I further acknowledge that the information provided is neither deceptive nor intended to secure an undue financial advantage.					
Signature	<input type="text"/>			Date	<input type="text"/>
If the bond amount above is blank do not sign					
Optional - do you identify as: (mark all that apply)					
<input type="checkbox"/> Aboriginal and Torres Strait Islander peoples <input type="checkbox"/> Culturally and linguistically diverse people <input type="checkbox"/> People living with a disability					

Tenant 3

First name/s	<input type="text"/>	Last name	<input type="text"/>	RTA ID (if known)	<input type="text"/>
Date of birth	<input type="text"/>	Phone	<input type="text"/>	Mobile	<input type="text"/>
Email	<input type="text"/>				<input type="checkbox"/> tick if you agree to receive RTA notices by email
Refunds only paid into Australian bank accounts (no cheques)				Excess bond amount	\$ <input type="text"/>
Name of account holder <input type="text"/>					
BSB no.	<input type="text"/>	<input type="text"/>	<input type="text"/>	Account no.	<input type="text"/>
I, <input type="text"/> hereby affirm that, to the best of my knowledge, the document provided to the Residential Tenancies Authority (RTA) is accurate and truthful and is not false or misleading in any material particular. I understand that providing the RTA with a false or misleading document constitutes a criminal offence. I further acknowledge that the information provided is neither deceptive nor intended to secure an undue financial advantage.					
Signature	<input type="text"/>			Date	<input type="text"/>
If the bond amount above is blank do not sign					
Optional - do you identify as: (mark all that apply)					
<input type="checkbox"/> Aboriginal and Torres Strait Islander peoples <input type="checkbox"/> Culturally and linguistically diverse people <input type="checkbox"/> People living with a disability					

This page does not need to be returned to the RTA

Bond loan

If you have an outstanding amount on a bond loan with the Department of Housing, Local Government, Planning and Public Works, (DHLGPPW), the RTA will pay the balance of your loan using your excess bond refund. Please contact DHLGPPW using the contact details below

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

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

Lodging this form:

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

Important: If you are unable to [post](#) and you need urgent help to submit an Excess bond refund for tenants form, please call the RTA on 1300 366 311 and we can help you.

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).