

<b>1 TENANCY DETAILS</b>	<b>OFFICE USE ONLY</b>
<div style="display: flex; justify-content: space-between;"> <div style="width: 60%;">Address of shop premises</div> <div style="width: 35%;">Postcode</div> </div>	Approved by
<b>2 TENANT/S</b> Updates to contact address only. If a change in tenant, the bond should be claimed and re-lodged.	
<div style="display: flex; justify-content: space-between;"> <div style="width: 60%;">Name</div> <div style="width: 35%;"></div> </div>	
<div style="display: flex; justify-content: space-between;"> <div style="width: 60%;">Address</div> <div style="width: 35%;">Postcode</div> </div>	
<div style="display: flex; justify-content: space-between;"> <div style="width: 30%;">Phone</div> <div style="width: 30%;">Work ( )</div> <div style="width: 30%;">Home ( )</div> </div>	
<div style="display: flex; justify-content: space-between;"> <div style="width: 55%;">Signature</div> <div style="width: 40%; text-align: center;">/ /</div> </div>	
<b>3 NEW OWNER</b> Self managing the rented premises. Yes / No (please circle)	
<div style="display: flex; justify-content: space-between;"> <div style="width: 60%;"></div> <div style="width: 35%;">Landlord Code</div> </div>	
<div style="display: flex; justify-content: space-between;"> <div style="width: 60%;">Name</div> <div style="width: 35%;"></div> </div>	
<div style="display: flex; justify-content: space-between;"> <div style="width: 60%;">Address</div> <div style="width: 35%;">Postcode</div> </div>	
<div style="display: flex; justify-content: space-between;"> <div style="width: 30%;">Phone</div> <div style="width: 30%;">Work ( )</div> <div style="width: 30%;">Home ( )</div> </div>	
<div style="display: flex; justify-content: space-between;"> <div style="width: 55%;">Signature</div> <div style="width: 40%; text-align: center;">/ /</div> </div>	
<b>4 MANAGING AGENT</b> Agency will be managing the rented premises. Yes / No (please circle)	
<div style="display: flex; justify-content: space-between;"> <div style="width: 60%;"></div> <div style="width: 35%;">Agent's ID No.</div> </div>	
<div style="display: flex; justify-content: space-between;"> <div style="width: 60%;">Name</div> <div style="width: 35%;"></div> </div>	
<div style="display: flex; justify-content: space-between;"> <div style="width: 60%;">Address</div> <div style="width: 35%;">Postcode</div> </div>	
<div style="display: flex; justify-content: space-between;"> <div style="width: 30%;">Phone</div> <div style="width: 30%;">Work ( )</div> <div style="width: 30%;">Home ( )</div> </div>	
<div style="display: flex; justify-content: space-between;"> <div style="width: 55%;">Signature</div> <div style="width: 40%; text-align: center;">/ /</div> </div>	
<b>5 APPROVAL</b> This section must be completed by the <b>previous</b> managing agent or owner registered with our office.	
<div style="display: flex; justify-content: space-between;"> <div style="width: 60%;">Name of agency or owner</div> <div style="width: 35%;"></div> </div>	
<div style="display: flex; justify-content: space-between;"> <div style="width: 55%;">Signature</div> <div style="width: 40%; text-align: center;">/ /</div> </div>	

**HAVE  
YOU READ  
THE BACK OF  
THIS FORM?**

## RENTAL BONDS

Locked Bag 9000 Grafton NSW 2460

Phone: 133 220 Email: [bondclaims@customerservice.nsw.gov.au](mailto:bondclaims@customerservice.nsw.gov.au)

Website: <https://www.service.nsw.gov.au/nswgovdirectory/rental-bond-board>

## RENTAL BONDS

<b>HOURS:</b>	8.30am – 5.00pm Monday to Friday
<b>TELEPHONE:</b>	<b>Rental Bonds:</b> 133 220 <b>TTY:</b> 1300 723 404
<b>EMAIL:</b>	bondclaims@customerservice.nsw.gov.au
<b>WEBSITE:</b>	fairtrading.nsw.gov.au

### 1 & 2. Tenancy Details and Tenant/s:

These sections should be completed for confirmation of the rental bond details and for a change in the service of notice address for tenants.

The Retail Bond Number should be shown on this form. Failure to show this number may result in unnecessary delay in the processing of Change of Details.

### 3 & 4. New Owner and New Managing Agent:

Full details should be provided for the new owner and/or new managing agent.

If there is no change in either the owner or the managing agent registered with our office, write "SAME" in the appropriate section.

### 5. Approval:

In order for the change of ownership or management to be registered, the approval of the PREVIOUS managing agent or owner registered with our office must be obtained.

Alternatively, please provide supporting documentation of the change.

### 6. Disclosure of Information:

Information provided on this form may be disclosed to lawfully authorised government agencies upon demand.

**This form is to be used solely to advise our office of changes in property management by agents and/or changes in property ownership by landlords and/or change of contact details for tenants.**

#### ENGLISH

If you have difficulty understanding English, contact the Telephone Interpreter Service on 131 450 and they will telephone Retail Bonds.

#### ARABIC

إذا كنت تجد صعوبة في فهم الإنكليزية، اتصل بخدمة الترجمة الهاتفية 131 450 للاتصال نيابة عنك بمكتب خدمات الإيجار. Retail Bonds.

#### CHINESE

如果您理解英語有困難的話，請致電 131 450 給電話傳譯員服務，他們會打電話給租賃服務 Retail Bonds.

#### CROATIAN

Ako teško razumijete engleski, nazovite Telefonsku službu tumača na 131 450, koja će zatim nazvati Retail Bonds.

#### GREEK

Αν έχετε δυσκολίες με τα Αγγλικά, επικοινωνήστε με την Τηλεφωνική Υπηρεσία Διερμηνέων στον αριθμό 131 450 και εκείνοι θα τηλεφωνήσουν στις Υπηρεσίες Ενοικίασης (Retail Bonds).

#### ITALIAN

Se avete difficoltà a comprendere l'inglese, rivolgetevi al Servizio Traduzioni e Interpreti al numero 131 450 il quale a sua volta telefonerà al Retail Bonds.

#### MACEDONIAN

Ако имате тешкотии да го разберете англискиот јазик, јавете се во Телефонската служба на преведувачи на 131 450 и тие ќе телефонираат во Retail Bonds.

#### SERBIAN

Ако имате тешкоћа с разумевањем енглеског језика, обратите се Телефонској служби тумача на 131 450 и они ће назвати службу за изнајмљивање (Retail Bonds).

#### SPANISH

Si tiene dificultad para entender el inglés, llame al Servicio Telefónico de Intérpretes al 131 450 y ellos se comunicarán con Retail Bonds.

#### VIETNAMESE

Nếu quý-vị gặp khó-khẩn khi đọc mà không hiểu tài-liệu viết bằng tiếng Anh, xin liên-lạc với Sở Thông-dịch qua Điện-thoại số 131 450 để nhờ nơi này gọi cho Retail Bonds.