

## OFFICE USE ONLY

### 1 Bond details Mandatory ☒ Please tick: ☐ New Bond **Or** ☐ Top-Up

Make cheques payable to Rental Bonds

Lodgement amount \$

Bonds lodgements under \$500 are not likely to be for retail leases and should not be lodged.

### 2 Address of shop premises Mandatory

Shop / Unit No.

Street No

Street name

Suburb

Postcode

### 3 Tenant\* Mandatory

Tenant name(s)

Tenant ABN / ACN

Contact first name

Contact last name

Mobile phone

Email address

#### Address other than shop

PO Box

Unit No.

Street No.

Street name

Suburb

Postcode

Date this tenancy ends

/ /

### 4 Landlord\* Mandatory

Landlord name(s)

Landlord ABN / ACN

Contact first name

Contact last name

Mobile phone

Email address

#### Address

PO Box

Unit No.

Street No.

Street name

Suburb

Postcode

### 5 Managing Agent\* Optional

Agency name

Agent ID/Landlord Code

Phone

Email address

#### Address

PO Box

Unit No.

Street No.

Street name

Suburb

Postcode

### 6 Signature of Tenant Mandatory

Signature

Date

/ /

### 7 Signature of Landlord/ Managing Agent Mandatory

Signature

Date

/ /

**\* IMPORTANT:** Correct legal names must be used for all parties and businesses. This will make verification and processing of bonds quick and easy.

Please complete this form and lodge together with payment, within 20 days of receiving the retail bond.

Send completed form to Rental Bonds, Locked Bag 9000, Grafton NSW 2460

## Rental Bonds

<b>Hours:</b>	<b>8.30am – 5.00pm Monday to Friday</b>
<b>Telephone:</b>	<b>133 220 TTY: 1300 723 404</b>
<b>Website:</b>	<b>fairtrading.nsw.gov.au</b>

### 1. Bond Lodgement/Retail Bond Number and Amount of Bond

Please make all cheques payable to Rental Bonds. A Bond Number will be issued to the landlord/agent and tenant when the bond has been lodged with our office. Please quote this Bond Number in any future contact with our office.

Bonds for retail shop leases (under the *Retail Leases Act 1994*) must be lodged within 20 days.

Bonds under \$500 are not likely to be retail bonds. For example, storage units and car spaces are not likely to be used for a retail purpose, and therefore should not be lodged.

If you trying to lodge a bond for less than \$500 it may be a “top-up bond”.

#### Additional Bond Money – Top up Bond

If you are lodging an additional payment to an existing bond, please ensure that the current Bond Number is quoted at the top of the form and mark the ‘TOP UP BOND’ section.

### 2. Address of Shop Premises

Write the shop address in this space. Please ensure that the postcode is included in all address details.

### 3. Tenant\*

Upon receipt of a valid claim, the bond will be returned to the tenant unless the landlord makes a claim on it. The bond will be paid out as agreed between the parties or as directed by a Court or Tribunal. The address for contacting the tenant must be different to the shop address.

### 4. Landlord\*

Where an agent is managing a property, the landlord must advise us when/if the agent is no longer managing the property.

### 5. Managing Agents\*

Managing agents should quote their Agent ID number.

### 6. Signature of Tenant

The tenant, or a person having authority to deal with the bond on behalf of the tenant, must sign to confirm all details of the lodgement and record their signature.

The landlord, the landlord’s agent or the landlord’s solicitor may NOT sign the form on behalf of the tenant.

### 7. Signature of Landlord/Managing Agent

Agents letting the property but not handling its management should ensure that the landlord signs this section.

### 8. Data Storage and Disclosure of Information

Your details will be stored in Rental Bonds records. Information will be stored and managed in accordance with provisions under the *Privacy and Personal Information Protection Act 1998*. It will not be used for any other purpose and will not be given to any other third party except where required by law. You may access or correct your personal information by contacting Rental Bonds on [bondclaims@customerservice.nsw.gov.au](mailto:bondclaims@customerservice.nsw.gov.au).

Please refer to our website <https://www.fairtrading.nsw.gov.au/privacy/privacy-statement> for more information on our privacy policy and your rights to access or correct the information.

## ENGLISH

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

## ARABIC

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

## 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 Rental Bonds.

## CROATIAN

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

## SERBIAN

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

## SPANISH

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

## VIETNAMESE

Nếu quý-vị gặp khó-khăn 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 Rental Bonds.

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