

Bond refund form

Make sure you write in all the boxes that apply to you. Tenancy Services will be unable to release the bond until all tenants have signed the form and indicated how much each tenant is to receive.

1 Bond number

2 Date tenancy ended

3 Address of the rented property (rooming accommodation: include room number)

 Postcode
Property ID (if known)

4 Refund details

 Please countersign any alterations you make or your refund may be delayed.

<input type="text"/> \$	<input type="text"/> \$	<input type="text"/> \$	<input type="text"/> \$
Pay the landlord(s)	Pay the tenant(s)	Hold in dispute	Total

Landlord's reason for claiming some or all of the bond Arrears Repairs Cleaning Outgoings Other

5 Landlord details

 Email will be the first point of contact if provided.

Landlord ID

Full name(s) or trading name

() Day phone
() Evening phone
() Mobile phone

Address for service (An address for service is explained on the back of this form)

Street address

 Postcode

Email

Signature(s)

Date

By signing this form you agree to the refund details and that the information you have provided is true and correct.

Bank account number (only complete if you are claiming money) Your reference (to appear on your bank statement)

6 Tenant 1 details

 Each tenant named on the bond must complete and sign a separate section.

Full name

If you are claiming money, please complete the bank account number for payment, and the amount you are expecting to receive.

 \$

() Day phone
() Evening phone
() Mobile phone

New address for service (An address for service is explained on the back of this form)

Street address

 Postcode

Email

Signature

Date

By signing this form you agree to the refund details and that the information you have provided is true and correct.

Please turn over for more tenant details 



