

2 Bond lodgement (Form 2)

Residential Tenancies and Rooming Accommodation Act 2008
(Sections 116-119)



Only tenants/residents who pay bond, and the property manager/owner, should fill out this form. Where possible, tenants/residents and property managers/owners should lodge the bond using the RTA's Bond Lodgement Web Service at rta.qld.gov.au instead of this form.

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New bond **OR** Existing rental bond number

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

<input type="text"/>		Postcode	<input type="text"/>
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2 Agreement starts **Agreement ends**

3 Number of bedrooms

4 Type of dwelling

Residential tenancy	<input type="checkbox"/> Flat/unit	<input type="checkbox"/> House	<input type="checkbox"/> Townhouse	<input type="checkbox"/> Granny flat
	<input type="checkbox"/> Moveable dwelling/site <input type="checkbox"/> Moveable dwelling/site with electricity supplied and individually metered			

OR

Rooming accommodation	<input type="checkbox"/> Boarding house	<input type="checkbox"/> Supported accommodation	<input type="checkbox"/> Student rooming accommodation	<input type="checkbox"/> Granny flat
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5 Type of management

Residential tenancy	<input type="checkbox"/> Owner	<input type="checkbox"/> Property manager	<input type="checkbox"/> Moveable dwelling owner/manager
	<input type="checkbox"/> Social housing organisation		
	<input type="checkbox"/> Other <input type="text"/>		

OR

Rooming accommodation	<input type="checkbox"/> Owner	<input type="checkbox"/> Manager/provider	<input type="checkbox"/> Real estate agent
	<input type="checkbox"/> Other <input type="text"/>		

6 Property manager/owner

Full name/trading name		<input type="text"/>	
ABN	<input type="text"/>	RTA ID (if known)	<input type="text"/>
Postal address		<input type="text"/>	
		Postcode	<input type="text"/>
Phone	<input type="text"/>	Mobile	<input type="text"/>
		Date	<input type="text"/>
Email	<input type="text"/>	<input type="checkbox"/> tick if you agree to receive RTA notices by email	
Signature			

7 Payment method

Cheque/money order BPAY (Payment reference will be emailed)

If you are lodging this paper Bond lodgement form, please select one of the two payment methods above. For a fast, secure and convenient transaction, tenants/residents and property managers/owners can also use the [RTA's Bond Lodgement Web Service](#) to lodge and pay the bond online in minutes using credit card, debit card or BPAY.

8 Weekly rent and bond

Total bond	Weekly rent	Bond paid with this form
\$ <input type="text"/>	\$ <input type="text"/>	\$ <input type="text"/>

Tenant receives a rent subsidy (property owner is tenant's employer) Yes

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New bond **OR** Existing rental bond number

Address of rental property (rooming accommodation: include room number)

	Postcode	
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9 Tenants/residents who have paid bond money (include individual amounts)

Important: please provide a unique email address, which isn't shared with anyone else and can only be used by you. The RTA cannot record the same email address for multiple customers due to privacy and security reasons. If you provide the same email address as another RTA customer, we will communicate with you by post for future bond and tenancy transactions.

Tenant 1

First name/s		Last name		\$
Date of birth		Phone		Mobile
RTA ID (if known)		Date		Signature
Email		<input type="checkbox"/> tick if you agree to receive RTA notices by email		
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 2

First name/s		Last name		\$
Date of birth		Phone		Mobile
RTA ID (if known)		Date		Signature
Email		<input type="checkbox"/> tick if you agree to receive RTA notices by email		
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		Last name		\$
Date of birth		Phone		Mobile
RTA ID (if known)		Date		Signature
Email		<input type="checkbox"/> tick if you agree to receive RTA notices by email		
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				

The RTA is not liable for any losses that occur if you provide incorrect information.

 **Other languages:** You can access a free interpreter service by calling the RTA on 1300 366 311 (Monday to Friday, 8:30am to 5pm).

Use this form to

- pay the bond (full, or part payment), or
- increase the bond (rent has been increased)

The bond can be paid to the RTA by the tenant or the property manager/owner. Once the property manager/owner receives the bond, **it must be paid to the RTA within 10 days**. It is an offence not to do so.

Paying the bond

Online | Where possible, tenants/residents and property managers/owners are encouraged to lodge the bond online using the [RTA's Bond Lodgement Web Service](#) instead of this paper form. It's fast, secure, 24/7 and supports BPAY, credit card and debit card payments.

Cheque/money order | Please post payments to the RTA – Residential Tenancies Authority, GPO Box 390, Brisbane, Qld, 4001.

BPAY | Once the RTA receives and processes this form, BPAY details will be issued for payment to be made. BPAY details will be sent via post or email (if the RTA has a consented email address on file for you). To opt in to receiving RTA emails, you can update your details using [RTA Web Services](#).

Maximum bond

Residential tenancy

- equal to 4 weeks rent (weekly rent \$700 or less)
- no limit on bond amount (weekly rent more than \$700)

Moveable dwelling (e.g. caravan)

- equal to 2 weeks rent
- when electricity is supplied and individually metered, equal to 3 weeks rent

Rooming accommodation

- equal to 4 weeks rent (weekly rent \$500 or less)
- no limit on bond amount (weekly rent more than \$500)
- if bond is paid in instalments, go to rta.qld.gov.au for details