

# Change of shared bond arrangement (Form 6)

Residential Tenancies and Rooming Accommodation Act 2008



## 1 Address of the rental premises (rooming accommodation: include room number)

|  |          |
|--|----------|
|  |          |
|  | Postcode |

Rental bond number

## 2 Full name and details of the tenants/residents currently registered as bond contributors with the RTA (including individual contribution amounts)

|                 |       |           |           |                                |
|-----------------|-------|-----------|-----------|--------------------------------|
| 1. First name/s |       | Last name |           | \$                             |
| Date of birth   | Phone | Mobile    | Signature |                                |
| Email           |       | Date      |           | Do not sign an incomplete form |

|                 |       |           |           |                                |
|-----------------|-------|-----------|-----------|--------------------------------|
| 2. First name/s |       | Last name |           | \$                             |
| Date of birth   | Phone | Mobile    | Signature |                                |
| Email           |       | Date      |           | Do not sign an incomplete form |

|                 |       |           |           |                                |
|-----------------|-------|-----------|-----------|--------------------------------|
| 3. First name/s |       | Last name |           | \$                             |
| Date of birth   | Phone | Mobile    | Signature |                                |
| Email           |       | Date      |           | Do not sign an incomplete form |

## 3 Full name and details of the tenants/residents now to be registered as bond contributors with the RTA (including individual contribution amounts). At least one original person must remain for a change of shared bond arrangement to be accepted.

|                 |       |           |           |                                |
|-----------------|-------|-----------|-----------|--------------------------------|
| 1. First name/s |       | Last name |           | \$                             |
| Date of birth   | Phone | Mobile    | Signature |                                |
| Email           |       | Date      |           | Do not sign an incomplete form |

|                 |       |           |           |                                |
|-----------------|-------|-----------|-----------|--------------------------------|
| 2. First name/s |       | Last name |           | \$                             |
| Date of birth   | Phone | Mobile    | Signature |                                |
| Email           |       | Date      |           | Do not sign an incomplete form |

|                 |       |           |           |                                |
|-----------------|-------|-----------|-----------|--------------------------------|
| 3. First name/s |       | Last name |           | \$                             |
| Date of birth   | Phone | Mobile    | Signature |                                |
| Email           |       | Date      |           | Do not sign an incomplete form |

## 4 Total bond amount held by the RTA

\$

## 5 Details of the lessor, agent or manager/provider

|                        |        |  |  |      |  |  |           |  |                           |
|------------------------|--------|--|--|------|--|--|-----------|--|---------------------------|
| Full name/trading name |        |  |  |      |  |  |           |  |                           |
| ABN/ACN                |        |  |  |      |  |  |           |  | Agent's RTA ID (if known) |
| Postal address         |        |  |  |      |  |  |           |  | Postcode                  |
| Phone                  | Mobile |  |  | Date |  |  | Signature |  |                           |
| Email                  |        |  |  |      |  |  |           |  |                           |

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 and may provide your information to QCAT and other bodies. For more information see RTA website.

Return signed form to the RTA—keep a copy for your records.



# Change of shared bond arrangement (Form 6)

Residential Tenancies and Rooming Accommodation Act 2008



This form is used when there is a change of bond ownership in an ongoing tenancy.

It is important the Residential Tenancies Authority (RTA) records are accurate so the bond is paid back to the correct tenant/s or resident/s at the end of the tenancy.

This form must be completed and signed by the previous tenant/s or resident/s who contributed to the bond, as well as the new tenant/s or resident/s and the lessor, agent or manager/provider.

Please provide your full name as shown on your identification.

All relevant fields need to be completed or processing delays may result.

If all signatures are unable to be obtained, please contact the RTA.

Tenants/residents whose interest in the bond is being removed and who have signed this form are taken to have agreed to the change. Any exchange of monies between tenants/residents is an agreement between the parties and the RTA is not responsible for such transactions.

## Bond loan

If a bond loan is involved, the tenants/residents must contact the Department of Housing and Public Works.

Approval must be obtained from the department to remove a tenant's/resident's name from the bond. The department will notify the RTA when approval has been granted. Additionally, a *Change of shared bond arrangement* (Form 6) must also be completed and lodged with the RTA. It must be signed by all tenants/residents as well as the lessor, agent or manager/provider.

Note: the terms of the loan contract with the department do not allow new tenants/residents to be added to the bond.

## Lodging your form

Forms can be lodged by post, in person Mon–Fri 8:30am – 5pm, by fax or scanned and emailed to [claimsadmin@rta.qld.gov.au](mailto:claimsadmin@rta.qld.gov.au)