



Use blue or black pen only. Print in CAPITAL letters inside the boxes.

A B C

Residential Tenancies Bond Authority Bond Claim

Send original copy to RTBA:
Locked Bag 3040 GPO MELBOURNE VIC 3001
or DX212291 Port Melbourne

Office use only

Residential Tenancies Act 1997

THE RESIDENTIAL TENANCIES BOND AUTHORITY (RTBA) WILL NOT PROCESS CLAIM FORMS WITH ERASURES OR ALTERATIONS - LEAVE EMPTY FIELDS BLANK

1. Bond and property details

Bond Number **VCAT Order No.** (if applicable - attach entire order) **Total Bond Amount as shown on Bond Receipt** \$

Rented Property Address (from bond receipt)

2. Tenant repayment details (from bond receipt) - signatures are matched to lodgement or transfer forms

If there are more than 4 registered tenants, complete and attach additional forms

Tenant 1 Given Name Surname (Family Name)

BSB Number Account Number

Bank Branch Location

Pay Tenant 1 \$

Tenant 1 Signature. Do not sign until payment amount entered

X

Date Signed (DD/MM/YYYY)

Tenant 2 Given Name Surname (Family Name)

BSB Number Account Number

Bank Branch Location

Pay Tenant 2 \$

Tenant 2 Signature. Do not sign until payment amount entered

X

Date Signed (DD/MM/YYYY)

Tenant 3 Given Name Surname (Family Name)

BSB Number Account Number

Bank Branch Location

Pay Tenant 3 \$

Tenant 3 Signature. Do not sign until payment amount entered

X

Date Signed (DD/MM/YYYY)

Tenant 4 Given Name Surname (Family Name)

BSB Number Account Number

Bank Branch Location

Pay Tenant 4 \$

Tenant 4 Signature. Do not sign until payment amount entered

X

Date Signed (DD/MM/YYYY)

3. Tenant to act as RTBA contact - if bank account details are not provided, are altered, or the payment fails, payment will be sent by cheque to this address (if no address is provided, any payment to a tenant by cheque will be sent to the rented property)

Name of Tenant **Postal Address** (including flat, unit, room or caravan site number)

Daytime Telephone Number **Suburb/Town/City** **State** **Postcode** **Country**

4. Agent OR Landlord repayment details (never sign a blank form)

Agent's RTBA Reg. Number **Agent's RTBA Registered Name**

OR Landlord's Given Name **Landlord's Surname or Company Name**

Landlord's Postal Address (including flat, unit, room or caravan site number) **Landlord's Suburb/Town/City**

Landlord's State **Landlord's Postcode** **Landlord's Country**

Landlord's BSB Number **Landlord's Account Number**

Landlord's Bank and Branch Location **Landlord's Daytime Telephone Number**

Agent or Landlord to complete

Pay Agent or Landlord \$

Agent or Landlord's Signature. Do not sign until payment amount entered

X

Date Signed (DD/MM/YYYY)



Total of all repayments must equal the Total Bond Amount

