



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

A B C

Residential Tenancies Bond Authority Tenant Transfer

Residential Tenancies Act 1997

Office use only

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

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

1. Bond and property details (from Bond Receipt)

Bond Number	Date of Transfer (DD/MM/YYYY)	Total Bond Amount
	/ /	\$, .
Rented Property Street Address (including flat, unit, apartment, room or caravan site number)		
Suburb/Town/City	State	Postcode
	V I C	

2. Outgoing tenants who are registered for the bond

If there are more than 3 outgoing tenants, complete and attach additional forms

Outgoing Tenant 1 Given Name	Surname (Family Name)	Signature - Never sign a blank form
		X
Daytime Telephone Number	Date Signed (DD/MM/YYYY)	
	/ /	
Outgoing Tenant 2 Given Name	Surname (Family Name)	Signature - Never sign a blank form
		X
Daytime Telephone Number	Date Signed (DD/MM/YYYY)	
	/ /	
Outgoing Tenant 3 Given Name	Surname (Family Name)	Signature - Never sign a blank form
		X
Daytime Telephone Number	Date Signed (DD/MM/YYYY)	
	/ /	

3. Continuing and incoming tenants who are to be registered for the bond

If there are more than 4 continuing or incoming tenants, complete and attach additional forms

Continuing/Incoming Tenant 1 Given Name	Surname (Family Name)	Signature - Never sign a blank form
		X
Continuing/Incoming Tenant 2 Given Name	Surname (Family Name)	Signature - Never sign a blank form
		X
Continuing/Incoming Tenant 3 Given Name	Surname (Family Name)	Signature - Never sign a blank form
		X
Continuing/Incoming Tenant 4 Given Name	Surname (Family Name)	Signature - Never sign a blank form
		X

4. Tenant to act as RTBA contact

Contact Name	Daytime Telephone Number

5. Details of Agent or Landlord who is registered for the bond

Agent's RTBA Registration Number	Agent's RTBA Registered Name
OR Landlord's Given Name	Landlord's Surname or Company Name
Landlord's Postal Address (including flat, unit, apartment, room or caravan site number)	
Landlord's Suburb/Town/City	Landlord's State Landlord's Postcode
Landlord's Country	Landlord's Daytime Telephone Number
Agent or Landlord's Signature	
X	
Date Signed (DD/MM/YYYY)	
/ /	

