



IMPORTANT: If you require more space,
please fill in additional forms and indicate below:

FORM of



Section 1: Rental property details

Rental bond reference number

/

Date of change

/ /

Rental address

Postcode

Section 2: Change of tenant(s)

Vacating tenant(s)

By signing this section, you agree to be removed from the bond. Ensure any claims to the bond are settled before signing.

Family name / organisation name

Given name(s)

Email address

Signature

Contact number

Date

/ /

By signing this section, you agree to be removed from the bond. Ensure any claims to the bond are settled before signing.

Family name / organisation name

Given name(s)

Email address

Signature

Contact number

Date

/ /

New tenant(s)

Family name / organisation name

Given name

Other given name(s)

Email address

Signature

Contact number

Date

/ /

Family name / organisation name

Given name

Other given name(s)

Email address

Signature

Contact number

Date

/ /

Section 5 must be signed for these changes to be made.

Section 3: Change of agent

If the property is to be managed by the owner(s), full names and contact details must be provided by completing **Section 4**.

Former agent

Agent name

Signature

Name of authorised signatory

Date

/ /

New agent

Agent name

Agency REBA licence number

Address

Postcode

Email address

Contact number

Signature

Name of authorised signatory

Date

/ /

Section 5 must be signed for these changes to be made.

Section 4: Change of owner(s) / lessor(s) / park operator(s)

Former owner(s) / lessor(s) / park operator(s)

Family name / organisation name

Given name(s)

Email address

Signature

Contact number

Date

/ /

Family name / organisation name

Given name(s)

Email address

Signature

Contact number

Date

/ /

New or existing owner(s) / lessor(s) / park operator(s)

Family name / organisation name

Given name

Other given name(s)

Address

Postcode

Email address

Signature

Contact number

Date

/ /

Section 4 continued...

Family name / organisation name

Given name

Other given name(s)

Address

Postcode

Email address

Signature

Contact number

Date

/ /

Section 5 must be signed for these changes to be made.

Section 5: Approval of variation changes by lessor(s) / park operator(s) / agent

Family name / organisation name

Given name(s)

Signature

Date

/ /

Family name / organisation name

Given name(s)

Signature

Date

/ /

Section 6: Bond increase

Increase of weekly rent

\$. .

Date paid by tenant

/ /

The maximum security bond for a residential tenancy is:
• no more than 4 weeks rent (weekly rent \$1200 or less)
• no limit on bond amount (weekly rent more than \$1200)
• \$260 pet bond (not applicable to assistance dogs).

Increase to pet bond

\$. .

Amount of Housing bond assistance loan (if any)

\$. .

The maximum security bond for a residential park (long-stay) is:
• no more than 4 weeks rent
• \$260 pet bond (not applicable to assistance dogs).

Amount to be added to security bond

\$. .

Payment method

Direct debit Cheque Cash* Other*

*Only payable in person at DMIRS Cannington office, Level 1 Mason Bird Building, 303 Sevenoaks Street, Cannington 6107.

Direct debit request

Please ensure the account provided can accept direct debits - no online savings or home loan accounts.

I / We

(Name of Customer(s) giving the DDR) authorise the DMIRS ACPA User 067469 to arrange for funds to be debited from my/our account at the financial institution identified below and as prescribed through the Bulk Electronic Clearing System (BECS). The authorisation is to remain in force in accordance with the terms described in the service agreement (www.dmirswa.gov.au/bondsddr).

Account name

Name of Australian financial institution Signature

BSB number

Account number

Date

/ /

Section 5 must be signed for these changes to be made.



Important information for variation of security bond

Contacting Bonds Administration

Complete the form, scan it or take a photo and upload it to:
www.dmirswa.gov.au/bondupload (preferred).

Alternatively, the form can be posted to:

Bonds Administration
Department of Mines, Industry Regulation and Safety
Locked Bag 100
East Perth WA 6892

For further information about tenancy bonds, visit our website www.commerce.wa.gov.au/bonds or contact Bonds Administration:

Telephone: 1300 853 829 (International: +61 8 6251 2949)

Email: bondsadmin@dmirs.wa.gov.au

Signing the form

The form must be physically signed, either in pen or by using a stylus. Electronically generated signatures, including cut and pasted images or eSignature software such as DocuSign are not accepted.

Requirement to give receipt

A receipt must be issued immediately by the person receiving the security bond. The receipt must specify the date the bond was received, name of the person(s) paying the bond, amount paid, amount of any pet bond and address of the premises for which the bond has been paid.

Tenant and lessor / property manager to receive copy of record of variation

Bonds Administration will send a copy of the Record of Variation of Security Bond to the tenant(s) and the lessor(s) / property manager once the bond is lodged. **Please keep this record.**

If the Record of Variation of Security Bond is not received as above, please contact Bonds Administration by email at bondsadmin@dmirs.wa.gov.au to make sure it has been lodged correctly.

Details shown on the Record of Variation of Security Bond will be required and used by either party to the bond should they make an application to a court to determine the disposal of security bond under Schedule 1, clause 8 of the *Residential Tenancies Act 1987*.

Management of personal information

Bonds Administration's Management of Personal Information Policy is available at www.dmirswa.gov.au/bonds-mpi. Where a bond relates to a Department of Communities (Housing) bond assistance loan, information about the bond may be disclosed to Housing for the purposes of administering the Bond Assistance Loan Scheme.

Seek advice immediately if you need more information

Residential tenancy advice and information: **Consumer Protection Contact Centre 1300 304 054**
Translating and Interpreting Services (TIS): **13 14 50**