



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

FORM of



## Section 1: Rental property details

Type of bond  
Is this a residential tenancy bond?      Is this a residential park (long-stay) bond?      Tenancy start date  
/ /

Rental address      Postcode

## Section 2: Bond money

Amount of weekly rent  
\$ .      Date paid by tenant  
/ /      The maximum security bond for a residential tenancy is:  
• no more than 4 weeks rent where weekly rent is \$1200 or less  
• no limit on bond amount where weekly rent is over \$1200  
• \$350 pet bond (not applicable to assistance dogs)

Bond amount  
\$ .      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)

Pet bond  
\$ .

Total security bond  
\$ .

**Payment method**  
Direct debit      Cheque      Cash\*      Other\*

**Direct debit request**  
I / We      \*Only payable in person at LGIRS Cannington office, Level 1 Mason Bird Building, 303 Sevenoaks Street, Cannington 6107.  
Please make sure the account provided can accept direct debits - no online savings or home loan accounts.

(Name of Customer(s) giving the DDR) authorise the LGIRS 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.lgirs.wa.gov.au/bondsddr](http://www.lgirs.wa.gov.au/bondsddr)).

Account name      Name of Australian financial institution      Signature

BSB number      Account number      Date  
/ /

## Section 3: 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 3 continued...**

Family name / organisation name		
Given name	Other given name(s)	
Email address	Signature	
Contact number	Date	/ /

Tenant postal address (if different to rental property address)	Postcode
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**Section 4: Landlord(s) / park operator(s)**

Family name / organisation name		
Given name	Other given name(s)	
Address	Postcode	
Email address	Signature	
Contact number	Date	/ /

Family name / organisation name		
Given name	Other given name(s)	
Address	Postcode	
Email address	Signature	
Contact number	Date	/ /

**Section 5: Property Manager / Agent**

Agent name		
Address	Postcode	
Email address	Contact number	
Name of authorised signatory	Signature	
REBA licence number (licensed agents only)	Date	/ /

## Important information for lodgement of security bond money and record of payment

### Contacting Bonds Administration

Complete the form, scan it or take a photo and upload it to:  
[www.lgirs.wa.gov.au/bondsupload](http://www.lgirs.wa.gov.au/bondsupload) (preferred).

Alternatively, the form can be posted to:

**Bonds Administration**  
**Department of Local Government, Industry Regulation and Safety**  
**Locked Bag 14, Cloisters Square**  
**Perth WA 6850**

For further information about tenancy bonds, visit our website [www.consumerprotection.wa.gov.au/bonds](http://www.consumerprotection.wa.gov.au/bonds) or contact Bonds Administration:

**Telephone: 1300 304 054 (International: +61 8 6251 2949)**

**Email: [bondsadmin@lgirs.wa.gov.au](mailto:bondsadmin@lgirs.wa.gov.au)**

### Timeframe

All residential tenancy bonds must be lodged with Bonds Administration as soon as practicable or in any event within **14 days of receiving the bond**. Penalties apply for late lodgement of bonds.

### Signing the form

This form should be physically signed by all tenant(s) and the landlord(s)/property manager.

Everyone signing the form must physically sign either in pen or by using a stylus. Bonds Administration does not accept electronic signatures, including cut and pasted signatures or those applied using eSignature software such as DocuSign.

If all parties cannot sign the form within 14 days, the bond must still be lodged, however you should contact Bonds Administration for further instructions to avoid future delays.

You must ensure that the bank account details provided on the form are correct and that the account is able to accept direct debits. Direct debiting is not available on all accounts, i.e. online savings accounts and home loan accounts.

### Requirement to give receipt

The person receiving the security bond must ensure a receipt is provided to the person paying the bond at the time the payment is made. 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 landlord / property manager to receive copy of record of payment

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

If the Record of Payment of Security Bond is not received, please contact Bonds Administration by email at [bondsadmin@lgirs.wa.gov.au](mailto:bondsadmin@lgirs.wa.gov.au) to make sure it has been received.

### Management of personal information

Bonds Administration's Management of Personal Information Policy is available at [www.lgirs.wa.gov.au/bonds-mpi](http://www.lgirs.wa.gov.au/bonds-mpi). If a bond is paid using a bond assistance loan from the Housing Authority, also known as the Department of Housing and Works, we may share information about the bond with Housing Authority to administer 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**