

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

FORM of



When completed, this form will be classified as **OFFICIAL Sensitive**

PRIVACY COLLECTION NOTICE

The personal information you provide will be used by LGIRS to administer security bonds under relevant legislation. It may be disclosed to authorised entities as permitted and required by law. Providing this information is required to process your application. If you do not provide it, we may be unable to assist. See the full notice at www.lgirs.wa.gov.au/bonds-mpi

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
/ /
Bond amount
\$. Amount of Housing bond assistance loan (if any)
\$.
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).

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

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 (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 or contact Bonds Administration:

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

Email: 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 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.

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**