



**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](http://www.lgirs.wa.gov.au/bonds-mpi)

## 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), their full names and contact details must be provided at **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) / landlord(s) / park operator(s)

#### Former owner(s) / landlord(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) / landlord(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: Approval of variation changes by landlord(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 to weekly rent amount

\$ .

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).

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).

Total amount to be added to security bond

\$ .

## Payment method

Direct debit      Cheque      Cash\*      Other\*

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

## Direct debit request

Check your BSB and account number are correct and make sure the account provided can accept direct debits. Do not use online savings or home loan accounts.

I / We

(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)).

Name of account holder

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.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.lgirs.wa.gov.au/bonds](http://www.lgirs.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)**

### Signing the form

Everyone signing the form must physically sign 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.

### Requirement to give receipt

A receipt must be issued immediately by the person receiving any increase to the security bond or pet 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 landlord(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@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**