

IMPORTANT: If you require more space,
please fill in additional forms.

FORM of

Tick for partial release



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

When completed, this form is classified as **OFFICIAL Sensitive**.

How to use this form

This form is used to release a security bond.

Anyone listed on the bond can complete this form to start a bond release application.

You must provide the following information:

- Bond details in Section 1.
- Details of all parties on the bond in Section 2.
- Claim details in Section 3, if the landlord or park operator (or their agent) is claiming bond money.
- Signature of any party that agrees to this application, physically signed using a pen or stylus.

Bonds Administration will notify all parties who have not signed this form that an application to release the bond has been made. The parties will have 14 days to agree to or dispute the bond release. For more information on bond disputes, see the last page of this form.

If a bond release is already in progress, the form can be signed by all parties to notify Bonds Administration that an agreement has been reached and any disputes are withdrawn.

Section 1: Bond details

Rental bond reference number	Tenancy end date (leave blank for partial disposal)	Total bond amount
/	/ /	\$.
Rental address		Postcode

Information for parties signing this form

- Sign this application if you agree with the bond payments in Section 2 and landlord claims in Section 3.
- Make sure your details are correct before signing.
- Your signature will be verified. If your signature has changed, attach a copy of your lease agreement or signed identification.
- **DO NOT** sign a form that does not include the amounts to be paid to each party.

Section 2: Parties and amounts

Tenant 1	Family name / organisation name	Given name(s)
	Address	Postcode
	Email address	Contact number
	Account name	Amount to be paid to tenant 1
	BSB number	Account number
	Name of Australian financial institution	Date

Check your BSB and account number are correct. Incorrect details may cause a delay or failure of payment. Sign next to any amendments.

Section 2 continued...

Tenant 2	Family name / organisation name		Given name(s)	
	Address		Postcode	
	Email address		Contact number	
	Account name		Amount to be paid to tenant 2	
			\$.	
	BSB number	Account number	Signature	
	Name of Australian financial institution		Date	
Check your BSB and account number are correct. Incorrect details may cause a delay or failure of payment. Sign next to any amendments.				
Tenant 3	Family name / organisation name		Given name(s)	
	Address		Postcode	
	Email address		Contact number	
	Account name		Amount to be paid to tenant 3	
			\$.	
	BSB number	Account number	Signature	
	Name of Australian financial institution		Date	
Check your BSB and account number are correct. Incorrect details may cause a delay or failure of payment. Sign next to any amendments.				
Landlord / Park Operator 1	If this party is making a claim, Section 3 must be completed.			
	Family name / organisation name		Given name(s)	
	Address		Postcode	
	Email address		Contact number	
	Account name		Amount to be paid to landlord 1	
			\$.	
	BSB number	Account number	Signature	
Name of Australian financial institution		Date		
Check your BSB and account number are correct. Incorrect details may cause a delay or failure of payment. Sign next to any amendments.				

Section 2 continued...

Landlord / Park Operator 2	If this party is making a claim, Section 3 must be completed.	
	Family name / organisation name	Given name(s)
	Address	Postcode
	Email address	Contact number
	Account name	Amount to be paid to landlord 2
	BSB number	Account number
	Signature	
	Name of Australian financial institution Date	
Property Manager / Agent	If this party is making a claim, Section 3 must be completed.	
	Agent name	
	Address	Postcode
	Email address	Contact number
	Account name	Amount to be paid to agent
	BSB number	Account number
	Signature	
	Name of Australian financial institution Date	
REBA licence number (licensed agents only) Name of authorised signatory		

Information for claims

- Landlords, park operators, or their agents must complete this section if they are making a claim to the tenant's bond.
- The total amount claimed must equal the total amount to be paid to the landlord, park operator or agent.
- Only actual financial losses can be claimed from the bond.
- Receipts supporting the claim should be provided to the tenant and may be requested by the Commissioner for Consumer Protection at a later time.

Section 3: Landlord / Park Operator / Agent claim

Repairing damage		
\$	.	Tenant or pet caused damage, for example benchtops, flooring, or walls.
Garden repair and maintenance		
\$	.	Pruning and/or general gardening, which includes lawns, garden beds and cleaning up of the yards.
Carpet cleaning		
\$	.	Any carpet cleaning that is undertaken to remove stains and other marks.
General cleaning		
\$	.	Any other cleaning of the property that is required, not including carpet cleaning.
Pet fumigation		
\$	.	Cost of removing parasites introduced into the property by a pet, which may pose a risk to human health.
Locks, keys and security devices		
\$	.	Replacing keys not returned and/or replacing any added security devices.
Unpaid rent		
\$	.	Any rent that is outstanding at the end of the tenancy.
Unpaid utilities		
\$	.	Outstanding utility bills, including water, electricity or gas.
Other breaches of the agreement		
\$	.	Any other financial loss caused by a breach of the tenancy agreement.
		Total amount claimed from Bond
		\$.

Section 4: Transfer to new lodgement

Funds can be transferred from this bond to a new lodgement. Please provide the amount to be transferred. You must provide a new Lodgement of Security Bond Money form with this release form. **To complete a transfer to new lodgement, this form must be signed by all parties.**

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Section 5: Bond assistance loan repayment

A tenant(s) outstanding bond assistance loan can be paid directly to the Housing Authority within the Department of Housing and Works. Please provide the amount to be paid to Housing Authority.

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Important information for release of security bond money

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 30 40 54 (International: +61 8 6251 2969)

Email: bondsadmin@lgirs.wa.gov.au

Signing the form

If all parties agree with the application, everyone should sign the form. If everyone signs, the bond will be released faster.

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 the bond was electronically lodged, we will require more information to verify your signature before the bond can be released. Please attach signed ID or the lease agreement to verify the signatures of all parties.

Bond disputes

Bonds Administration will notify all parties who have not signed this form that an application to release the bond has been made.

Residential tenancies: If any party disputes the application or if all parties do not respond within 14 days, Bonds Administration will refer the application to the Commissioner for Consumer Protection. The Commissioner may decide how the bond will be released. For information about residential bond disputes, go to www.consumerprotection.wa.gov.au/commissioner-determinations.

Long-stay park tenancies: If all parties do not agree to the security bond release application within 14 days, the application will lapse. You may need to apply to the State Administrative Tribunal to get an order for the bond release. For information about the residential parks disputes, go to www.sat.justice.wa.gov.au.

Changes to the form

Each party signing the application must also sign next to any changes made to the information provided on this form. If each party has not signed next to the changes, it is unclear if everyone has agreed to the changes. Changes to the form must be clearly visible. Do not use correction tape or whiteout on this form.

Payment of the security bond

Bonds Administration will pay the bond amounts to the accounts provided in this application.

Take care to make sure the BSB and account number are correct. If payment details are incorrect, the payment may be delayed or lost.

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 was 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 30 40 54**

Translating and Interpreting Services (TIS): **13 14 50**