



Change of Shared Bond Arrangement

Residential Tenancies and Rooming Accommodation Act 2008

Purpose of this form – this form is used when a tenancy is continuing and there is a change involving tenants who own the bond. It is **NOT** to be used where one tenancy ends and **ALL** different tenants start a new tenancy. This form allows the RTA to keep accurate records about who ‘owns’ the bond, and who should receive a refund at the end of the tenancy.

If there is a bond loan involved, the tenant/s must contact Queensland Department of Communities (Housing and Homelessness Services) to approve the change.

Form completed by – the form is completed and signed by the previous tenant/s, the new tenant/s and the lessor/agent.

Paying out the bond – at the same time as the form is completed, the new/ incoming tenant/s should ‘pay out’ the previous/outgoing tenant/s their share of the bond.

The next step – the form is lodged with the RTA by the new tenant/s or the lessor/agent.

Rental Bond Number

1 Enter the **Rental Bond Number** in the box at the top of the form

2 What is the address of the rental premises?

Postcode

3 What are the names of tenant/s **currently** registered as bond contributors with the RTA?

Tenant/s last name	First name/s	Signature	Contact number	Amount contributed
1.				\$
2.				\$
3.				\$

4 What are the names of **ALL** tenants **to be registered** as bond contributors with the RTA (*include currently registered tenant/s who is/are continuing the tenancy*) and what amount has been contributed to the bond by **all** tenants listed?

Tenant/s last name	First name/s	Signature	Contact number	Amount contributed
1.				\$
2.				\$
3.				\$

5 What are the lessor/agent's details?

Name

Address

Postcode

Phone number (B/H)

Phone number (A/H)

Lessor/agent's signature

Date