



**BOND NUMBER**

--	--	--	--	--	--	--	--

How many bond receipts have been issued for this tenancy? (insert number)

Date tenancy ended: / /

# BOND REFUND FORM

PLEASE COMPLETE FORM IN CLEAR PRINT USING BLUE OR BLACK PEN

<b>Address of rental premises (USE BLOCK LETTERS)</b>	Postcode
---	----------

<b>Name of tenant/resident 1:</b> <i>Residential tenancy? Ask the landlord/agent if bond is</i>	Daytime phone no:	Amount to be paid to <b>tenant/resident 1</b>	<b>SIGNATURE of tenant/resident</b>  <i>Do not sign a blank form</i>
Forwarding address <i>lodged online. If so, tenants must attach proof of ID</i>		\$*	
Name of <b>Australian</b> bank/building society/credit union <i>Complete ALL account details for EFT payment and don't forget your signature</i>		Name of account holder	
BSB no	- Account no		Date / /

<b>Name of tenant/resident 2:</b>	Daytime contact no:	Amount to be paid to <b>tenant/resident 2</b>	<b>SIGNATURE of tenant/resident</b>  <i>Do not sign a blank form</i>
Forwarding address		\$*	
Name of <b>Australian</b> bank/building society/credit union		Name of account holder	
BSB no	- Account no		Date / /

<b>Name of tenant/resident 3:</b>	Daytime contact no:	Amount to be paid to <b>tenant/resident 3</b>	<b>SIGNATURE of tenant/resident</b>  <i>Do not sign a blank form</i>
Forwarding address		\$*	
Name of <b>Australian</b> bank/building society/credit union		Name of account holder	
BSB no	- Account no		Date / /

Amount to be paid to <b>HOUSING SA</b>	\$*
--	-----

<b>Name of landlord/agent/proprietor:</b>	Daytime contact no:	Amount to be paid to <b>landlord/agent /proprietor</b>	<b>SIGNATURE of landlord/agent/proprietor</b>  <i>Do not sign a blank form</i>
Forwarding address		\$*	
Name of <b>Australian</b> bank/building society/credit union		Name of account holder	
BSB no	- Account no		Date / /

(\* Add together all the \$ amounts listed and insert the total here. →  
 This amount must equal the total amount of bond held by Consumer and Business Services)

<b>Total bond</b>	\$
-------------------	----

- NB.**
- The name and signatures above must match those on the documentation currently held by this office.
  - The bank account details must match the parties of the bond. We cannot pay moneys into a third party account.
  - If the EFT details do not match, or are incomplete, the EFT will be rejected and a cheque will be drawn.

**By completing the above EFT details you are:**

- Authorising Consumer and Business Services to use the listed number to transfer moneys owing to you into **your account** listed above.
- Guaranteeing that the information provided above is correct, and agreeing to indemnify Consumer and Business Services against any loss or damage suffered if the details provided are incorrect.

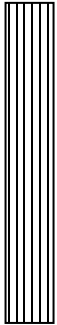
**PLEASE ENSURE YOU READ THE REVERSE INFORMATION PRIOR TO COMPLETING THIS FORM**

Please submit original forms only - faxes or e-mails not accepted

**APPLYING FOR A BOND REFUND WHERE BOTH PARTIES AGREE:**

Both parties complete, sign and lodge this form with Consumer and Business Services.

**NB:** The signatures of both parties are not required where the person who signs this form is not seeking any portion of the bond money. However, the person whose EFT details appear on the form must sign it.



**APPLYING FOR A BOND REFUND WHERE BOTH PARTIES DO NOT AGREE, OR THE OTHER PARTY IS UNABLE TO SIGN:**

If a bond is **claimed by the tenant** without the consent of their landlord/agent/proprietor, the landlord/agent/proprietor is notified of the claim and given an opportunity to dispute it. If the claim is disputed the landlord/agent/proprietor will be required to lodge an online application with SACAT. If the claim is not disputed the bond will be paid to the tenant.

If a bond is claimed by the landlord/agent/proprietor without the tenant/resident's consent, the tenant/resident is notified and given an opportunity to dispute it. If the claim is disputed, the landlord/agent/proprietor will be required to lodge an online application with SACAT. If there is no response by the tenant/resident, the landlord/agent/proprietor will be required to provide CBS with evidence of their claim and if the claim is not substantiated it may be refused and the landlord/agent/proprietor will then need to make an application to SACAT. If the claim is not disputed the bond will be paid to the landlord/agent/proprietor.

**IMPORTANT**

1. Payment is made by electronic funds transfer or cheque and is available upon presentation of this form, providing that all details are fully completed and correct.
2. The signature of the parties signing this claim should be the same as those appearing on the bond lodgement form. If not, the change should be advised in writing, containing the signatures of both original and new parties.
3. Any alterations on this form must be **signed in full** by all parties.
4. Always quote your bond number in any communication with Consumer and Business Services.
5. Tenant/resident refunds will be paid equally to **all tenants/residents** appearing on the documentation currently held by this office unless the authority below is completed.
6. Bonds **cannot** be partially refunded.
7. Faxed, emailed or photocopied forms will not be accepted.
8. Tenants/residents moving to another country should keep their Australian bank account open so their bond refund can be paid into that account. Tenants/residents who need their bond refund paid into an overseas bank account will need to lodge an International Money Transfer form with CBS. The overseas bank may charge a fee.

**Section to be completed ONLY if 1 tenant is claiming the full tenant/resident portion of the bond refund in a multiple tenant occupancy.**

I authorise Consumer and Business Services to make this payment in my name only.  
I understand that if there is a dispute to this payment, it may lead to a civil claim and is not the responsibility of Consumer and Business Services.

Name: ..... Signature .....