

Notice of Variation of Security Bond



Government of **Western Australia**
 Department of **Commerce**
 Consumer Protection

Form 9 - Residential Tenancies Act 1987 - Section 51 - Residential Parks (Long-stay Tenants) Act 2006 - Section 15

Bond Administrator
 219 St Georges Terrace
 Perth WA 6000

Postal Address:
 Bond Administrator
 Locked Bag 14
 Cloisters Square WA 6850

Advice Line: 1300 30 40 54
 Web: www.commerce.wa.gov.au

RENTAL BOND REFERENCE No.

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

 /

Address of rental premises (USE BLOCK LETTERS)	Postcode	Effective date of change(s) / /
--	----------	------------------------------------

Change of Tenant(s) Details

Full Name of Vacating Tenant(s)	Signature & Date
1.	/ /
2.	/ /

I relinquish any bond monies previously held in security trust

Full Name of New Tenant(s)	Signature & Date
1.	/ /
2.	/ /

Approval of Change of Tenant(s) by Owner(s)/Agent/Park Operator

Name(s)	/ /
Signature(s)	Date / /

Change of Owner(s)/Agent/Park Operator Details

Former Owner(s)/Agent/Park Operator

Name(s)	/ /
Signature(s)	Date / /

New Owner(s)/Agent/Park Operator

New Owner(s)/Agent/Park Operator	Signature & Date
New Owner/Park Operator	/ /
2nd Owner (optional)	/ /
New Agent REBA Licence No (Licensed Agents only)	/ /

Contact Details - New Owner(s)/Agent/Park Operator

Address	Postcode
ph	mob
fax	email

Bond Increase **Bond Decrease** (tick)

Method of Payment: (tick) Cheque Cash Direct Debit/Credit

Additional amount of Weekly Rent \$ @ Weeks = \$

Amount of Pet Bond (max \$100) \$

Long-stay Security Access Bond (max \$100) \$
(permitted for residential parks only)

Amount to be added/refunded to/from Security Bond \$

Date Bond Paid to Owner/Agent/Park Operator / /

Is there a Homeswest Bond Component? \$

Direct Debit/Credit Request (If using Consumer Protection Bond Administration)

I/We (Name of Customer(s) giving the DDCR) authorise the Consumer Protection **ACPA User 067469** to arrange for funds to be debited/credited to/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.

Financial Institution _____ BSB No. _____

Name of account holder _____ Account No. _____

Signature(s) _____ Date / /

The new signature(s) will now be required to release the bond upon termination of the tenancy.

NB: Please ensure you read the reverse of this form prior to submitting.

IMPORTANT INFORMATION FOR LODGEMENT OF SECURITY BOND MONEY & RECORD OF PAYMENT

1. AMOUNT OF SECURITY BOND REQUIRED

(Section 29(1) and (2) Residential Tenancies Act and Section 21(2) of the Residential Parks (Long-stay Tenants) Act 2006)

- The security bond must not be more than the 4 weeks rent unless -
 - (i) the weekly rent is more than an amount set by regulation (this was \$500 per week as at 30 June 1996); or
 - (ii) the premise was the principal private residence of the owner for the first 3 months before the tenancy was entered into.
- A pet bond of no more than \$100 may be required if the tenant is permitted to keep a cat or dog on the premises.
- A long-stay security access bond, of no more than \$100, may be required in relation to residential parks only.
- The Tenant(s) and Owner(s)/Agent or Park Operator must sign this form.
- All signatories to the Lodgement of the security bond are required to sign the Joint Application for Disposal of Security Bond (Form 4) form at the completion of the tenancy.

2. REQUIREMENT TO GIVE RECEIPT

(Section 29(4)(a) Residential Tenancies Act and Section 21(3) of the Residential Parks (Long-stay Tenants) Act 2006)

- A receipt must be issued immediately by the person receiving the security bond
- The receipt must show the following information;
 - date the bond was received.
 - name of the person(s) paying the bond.
 - amount paid.
 - address of the premises for which the bond has been paid.

3. LODGEMENT OF THE BOND

(Section 29(4)(b) and Schedule 1 Residential Tenancies Act and Section 22(1) and (2) of the Residential Parks (Long-stay Tenants) Act 2006)

Private Owners or Park Operators

- The Owner(s) or Park Operator must lodge the security bond in an account with the Bond Administrator or in a Tenancy Bond Account with an authorised financial institution within 14 days of receiving the bond. An account opened with an authorised financial institution is to be in the name of the owner(s)/park operator and tenant(s), followed by the title "Tenancy Bond Account".

Real Estate Agents

- An agent may lodge the security bond money either in an account in the name of the agent entitled "REBA Tenancy Bond Trust Account" or with the Bond Administrator as soon as practicable after receiving the bond.

4. TENANT AND OWNER/PARK OPERATOR TO HAVE COPY OF FORM

(Section 29(4)(d) Residential Tenancies Act and Section 23(2) of the Residential Parks (Long-stay Tenants) Act 2006)

- Residential tenant(s) must be given a copy of the Record of Payment of Security Bond (Form 1) form showing the account details of the bond holder within 28 days of the lodgement of the bond.
- Long-stay park tenant(s) must be given a copy of the Record of Payment of Security Bond (Form 1) form showing the account details of the bond holder within 3 working days of the lodgment of the bond.
- For bonds lodged with the Bond Administrator a Form 1 certificate will be sent to the to the tenant and Owner/Park Operator.

Original documents must be forwarded to the Bond Administrator.

If you have not received a certificate (Form 1 Record of Payment) within 21 days of Bond Lodgment please call the Bond Administrator on 9282 0829.

Seek advice immediately if you need more information

For Translating and Interpreting Services please telephone TIS on 13 14 50 and ask to speak to the DEPARTMENT OF COMMERCE (1300 30 40 54) for help and assistance.