

# 2 Bond lodgement (Form 2)

Residential Tenancies and Rooming Accommodation Act 2008  
(Sections 116–119)



## 1 Address of the rental property (rooming accommodation: include room number)

	Postcode

- New bond  
 Existing rental bond number

2 Date agreement starts

Date agreement ends

3 Number of bedrooms

## 4 Details of dwelling

Residential tenancy	<input type="checkbox"/> Flat/unit	<input type="checkbox"/> House	<input type="checkbox"/> Townhouse	<input type="checkbox"/> Student accommodation
	<input type="checkbox"/> Moveable dwelling/site <input type="checkbox"/> Moveable dwelling/site with electricity supplied and individually metered			
OR				
Rooming accommodation	<input type="checkbox"/> Boarding house	<input type="checkbox"/> Supported accommodation	<input type="checkbox"/> Student accommodation	

## 5 Details of the type of management

Residential tenancy	<input type="checkbox"/> Lessor/owner	<input type="checkbox"/> Real estate agent	<input type="checkbox"/> Moveable dwelling owner/manager	
	<input type="checkbox"/> Community housing organisation <input type="checkbox"/> Other _____			
OR				
Rooming accommodation	<input type="checkbox"/> Owner	<input type="checkbox"/> Manager/provider	<input type="checkbox"/> Real estate agent	<input type="checkbox"/> Other _____

## 6 Details of the lessor, agent or manager/provider

Full name/trading name									
ABN									Agent's RTA ID (if known)
Postal address									Postcode
Phone				Mobile				Signature	
Email					Date				

## 7 Details of the weekly rent and bond payment

Total bond	Weekly rent	Amount of bond money paid with this form	Date tenant/resident paid bond
\$ <input type="text"/>	\$ <input type="text"/>	\$ <input type="text"/>	<input type="text"/>

If the lessor is the tenant's employer, has the tenant been given a rent subsidy? Yes  No  N/A

## 8 Full name and details of the tenants/residents who have contributed to the bond (including individual contributions)

1. First name/s		Last name		\$
Date of birth	Phone	Mobile		Signature
Email			Date	
2. First name/s		Last name		\$
Date of birth	Phone	Mobile		Signature
Email			Date	
3. First name/s		Last name		\$
Date of birth	Phone	Mobile		Signature
Email			Date	

The RTA is collecting your personal information for the purpose of carrying out the RTA's functions under the Residential Tenancies and Rooming Accommodation Act 2008 and may provide your information to QCAT and other bodies. For more information see RTA website.

This form is used when lodging either a full or part-payment of rental bond money (for Queensland tenancies) with the Residential Tenancies Authority (RTA).

This form should be used when:

1. lodging a full bond, *or*
2. paying off the bond, *or*
3. increasing the bond as a result of a weekly rent increase

Only tenants/residents who have contributed to the bond and the lessor, agent or manager/provider should fill out this form.

Please provide your full name as shown on your identification.

All relevant fields need to be completed or processing delays may result.

The lessor, agent or manager/provider must lodge all rental bonds with the RTA within 10 days of receipt even if all signatures are unobtainable. Failure to do so is an offence and may result in a financial penalty.

The RTA will issue an *Acknowledgement of rental bond* to all parties to confirm lodgement of the bond with the RTA.

## Residential tenancy

If the rent is \$700 or less per week, the maximum bond that can be charged is 4 weeks rent. If the weekly rent is more than \$700, there is no limit to the amount of bond which may be charged.

If the tenant rents the property from their employer, there are special rules regarding the charging of bonds.

## Moveable dwellings (e.g. a caravan)

The maximum bond that can be charged is 2 weeks rent. Where electricity is supplied in the lessor's name, and individually metered, 3 weeks rent may be charged.

## Rooming accommodation

If the rent is \$500 or less per week, the maximum bond that can be charged is 4 weeks rent. If the weekly rent is more than \$500, there is no limit to the amount of bond which may be charged.

Agents or manager/providers can hold instalments of rental bonds until all instalment payments are made before lodging the bond with the RTA. The total bond must be lodged with the RTA within 10 days of the last instalment. However, if the full amount of the rental bond has not been received within 3 months of the first payment and the accommodation agreement is still current, the agent or manager/provider must lodge any bond money received with the RTA and lodge any subsequent instalment payments with the RTA within 10 days. Also, if the accommodation agreement ends before all instalment payments have been received, the agent or manager/provider must still lodge the bond with the RTA within 10 days of the agreement ending.

## Lodging your form

- **online** – scan your completed form, upload via the RTA website ([rta.qld.gov.au](http://rta.qld.gov.au)) and pay using BPAY.
- **post** to: RTA, GPO Box 390, Brisbane Q 4001. Lodge the signed original form with a cheque or money order
- **in person** to: Level 23, 179 Turbot St, Brisbane Q 4000. Mon-Fri 8:30am – 5pm. Lodge the signed original form and pay via eftpos, cheque or money order (no credit card or cash transactions available)

*Cheques and money orders should be made payable to Residential Tenancies Authority.*

