

# 6 Change of bond contributors (Form 6)

Residential Tenancies and Rooming Accommodation Act 2008



You can use the [Change of Bond Contributors Web Service](#) to update bond contributors and/or bond contribution amounts quickly and easily online. Only use this form if you are unable to use RTA Web Services.

**Important:** If you are unable to use [RTA Web Services](#) online or post and you need urgent help to submit a Change of bond contributors form, please call the RTA on 1300 366 311 and we can help you.

- Anyone being removed from the bond, or reducing their bond contribution amount, must sign the form
- If you are transferring some, or all of your bond to another party, you should make sure the new or remaining bond contributor/s pay you the necessary portion of the bond.

<b>Rental bond number</b>

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

	Postcode
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**2 If the end date of the lease/tenancy agreement has changed, what is the new end date?**

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**3 Tenants/residents to be removed from the bond (if applicable)**

First name/s		Last name		<b>Signature</b>
Date of birth	Phone	Mobile		
Email		<input type="checkbox"/> tick if you agree to receive RTA notices by email	Date	

  

First name/s		Last name		<b>Signature</b>
Date of birth	Phone	Mobile		
Email		<input type="checkbox"/> tick if you agree to receive RTA notices by email	Date	

**4 Tenants/residents to be added to the bond (if applicable)**

First name/s		Last name		<b>\$</b>
Date of birth	Phone	Mobile	<b>Signature</b>	
Email		<input type="checkbox"/> tick if you agree to receive RTA notices by email	Date	

  

First name/s		Last name		<b>\$</b>
Date of birth	Phone	Mobile	<b>Signature</b>	
Email		<input type="checkbox"/> tick if you agree to receive RTA notices by email	Date	

**5 Tenants/residents to remain on the bond**

First name/s		Last name		<b>\$</b>
Date of birth	Phone	Mobile	<b>Signature</b>	
Email		<input type="checkbox"/> tick if you agree to receive RTA notices by email	Date	

  

First name/s		Last name		<b>\$</b>
Date of birth	Phone	Mobile	<b>Signature</b>	
Email		<input type="checkbox"/> tick if you agree to receive RTA notices by email	Date	

<b>6</b>	Amounts must add up to <b>total bond held by the RTA</b>	<b>\$</b>
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**7 Property manager/owner**

Full name/trading name										
ABN										RTA ID (if known)
Postal address									Postcode	
Phone	Mobile			Date			<b>Signature</b>			
Email									<input type="checkbox"/> tick if you agree to receive RTA notices by email	

Post form to RTA GPO Box 390 Brisbane Q 4001

## Important information

The RTA is not liable for any losses that occur if you provide incorrect information.

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](#).

Anyone being removed from the bond, or reducing their bond contribution amount, must sign this form. All parties who are currently on the bond, or who are being added to the bond, should speak to each other before a Change of bond contributors request is submitted.

Any changes to the tenants at the property should be discussed with the property manager/owner before submitting a Change of bond contributors request.

Successfully submitting a Change of bond contributors request does not change the tenants listed on the tenancy agreement. It only changes who is listed on the bond and/or their bond contribution amounts held by the RTA. Any changes to the tenancy agreement (also known as the lease), require approval from the property manager/owner.

## Bond loans

If you currently have a bond loan, you need to contact the Department of Housing and Public Works (DHPW) to request approval for any changes to your bond.

Once DHPW confirms their approval this form can be completed and sent to the RTA.

## Web Services

You can use the Change of Bond Contributors Web Service to update bond contributors and/or bond contribution amounts easily online. The Web Service is the quickest way to update your bond contributors/contribution amounts. Please visit [www.rta.qld.gov.au/webservices](http://www.rta.qld.gov.au/webservices) to use the Change of Bond Contributors Web Service. Only use this form if you are unable to use RTA Web Services.