RESIDENTIAL TENANCIES BOND AUTHORITY

Residential Tenancies Act 1997

Tenant Transfer

Office use only

FORM NUMBER WEBTT0000515695

USE BLACK OR BLUE PEN ONLY. FORMS WITH ERASURES OR ALTERATIONS WILL NOT BE PROCESSED.

Bond and property details

Bond number: 14850892

Date of transfer (dd/mm/yyyy): 01/10/2020

Total bond amount: $ 470.00

Rented property address: ROOM SIX 36 CAMBRIDGE CRESCENT, WERRIBEE VIC 3030

Leaving tenants registered to the bond (signatures are matched to lodgment or transfer forms)

CRAIG CAHILL

Mobile: 0434486266

Tenant signature: X

Email: CRAIGCAHILL45@GMAIL.COM

Date signed (dd/mm/yyyy): / /

Staying and new tenants to be registered to the bond

HELEN PENALUNA-LITJENS

Date of birth (dd/mm/yyyy): 18/02/1989

Mobile: 0421983142

Tenant signature: X

Email: HELEN.LILH1989@GMAIL.COM

Date signed (dd/mm/yyyy): / /

Date of birth (dd/mm/yyyy):

Mobile:

Tenant signature: X

Email:

Date signed (dd/mm/yyyy): / /

Date of birth (dd/mm/yyyy):

Mobile:

Tenant signature: X

Email:

Date signed (dd/mm/yyyy): / /

Details of agent registered to the bond

KOST RESIDENCES

Agent signature: X

Agent RTBA number: 141099

Date signed (dd/mm/yyyy): / /

Agent certification of tenant signatures (optional)

By signing here,

KOST RESIDENCES

- **Certifies** that the above named tenants are entitled to authorise the transfer of the bond;
- **Requests** the RTBA to make the transfer indicated; and
- **Indemnifies** the RTBA from any loss arising from this certification and request.

Agent signature (do not sign until all tenants signed): X

Date signed (dd/mm/yyyy): / /

Mail this form to: RTBA Locked Bag 007 Wendouree Vic 3355
Information on bond transfers is provided on the last page

RESIDENTIAL TENANCIES BOND AUTHORITY
INFORMATION ABOUT TENANT TRANSFERS

If there is a change of tenants during a tenancy:

- All tenants (outgoing, continuing and incoming) must complete and sign the **Tenant Transfer** form.
- The registered agent or landlord must also complete and sign the form.
- The agent or landlord must provide a copy of the transfer form to the tenant as an interim acknowledgement of the transfer.
- The original copy of the form must be sent to the RTBA within 5 days of the transfer. Failure to do so is an offence and may result in a financial penalty.
- When the transfer has been processed, the tenant and landlord or agent will receive a Bond Receipt from the RTBA within 14 days. The tenant's receipt is sent by email or posted to the rented property address as shown on the Bond Lodgment form.
- Check the Tenant Transfer against the details of the Bond Receipt. If any details, differ, for example the spelling of a name, advise the RTBA by looking up the bond on **RTBA Online** and using the **Amend Bond Details** function.

If the receipt is not received within 14 days, you can check the bond details by looking up the bond on **RTBA Online**.

Adjustment of contributions to the bond between outgoing and incoming tenants is a private matter between the tenants, and does not involve the RTBA.

The Bond Receipt should be kept safely as it will be needed when:

- Enquiring about the bond.
- The tenancy is ending.
- There is a change to the tenants who contributed to the bond.

How do I reclaim my bond?

You can generate a Bond Claim form at rentalbonds.vic.gov.au.

Where claims are made **by Agreement between the parties**:

- All the registered parties must complete and sign the Bond Claim form; and
- Copies of the completed and signed form must be provided to the tenants and the agent/landlord.

It is an offence to have tenants sign a Bond Claim form without the claimed amounts being specified. Where proved this will result in a financial penalty.

Where there is **no Agreement**:

- An Order from the Victorian Civil and Administrative Tribunal (VCAT) or a court is required directing the RTBA on how the bond is to be repaid. (Orders for possession of the property are not sufficient to release the bond);
- The form must be signed by:
  - the person submitting the claim; and
  - any person requesting payment by direct credit to a bank account.
- Copies of the form are to be provided to anyone signing the form.
- A copy of the entire Order must be attached to the Bond Claim form.

The RTBA can only repay bond money to registered tenants.

Privacy

The Residential Tenancies Bond Authority of Victoria is bound by laws that protect your privacy concerning the collection, use and disclosure of personal information. Where required or allowed by law, we may disclose the information to other State and Commonwealth governments or agencies. Where you do not provide the information we request, we may refuse or be unable to process this form. You can request access to your personal information by contacting us.

RTBA Contact Details

Website: rentalbonds.vic.gov.au

This website includes:

- Information on the RTBA, including answers to frequently asked questions.
- Bond summary including status.
- Generation of lodgments, claims and transfers.
- A search to find a missing bond.

Email: rtba@justice.vic.gov.au **(Enquiries only**. Completed forms must be mailed to the address shown below)**.**

Mail:
RTBA
Locked Bag 007
WENDOUREE VIC 3355

Telephone:
1300 137 164
9.00 am to 5.00 pm
Monday to Friday (except public holidays).

Interpreter Service:
If you need an interpreter please call the Telephone Interpreter Service on 13 1450 and have them contact the RTBA on 1300 137 164 (9.00 am to 5.00 pm Monday to Friday, except public holidays).

General Tenancy Information

Information on tenancy matters other than bonds is available from Consumer Affairs Victoria at consumer.vic.gov.au and following the link to 'Renting'.