

# Lodgement of Security Bond Money



Government of **Western Australia**  
Department of **Mines, Industry Regulation and Safety**



Residential Tenancies Act 1987 -  
Section 29, Schedule 1  
Residential Parks (Long-stay Tenants)  
Act 2006 - Section 22

Completed forms to be scanned and emailed to:  
**bondsadmin@dmirs.wa.gov.au**

Mail: Bond Administrator  
Locked Bag 100  
East Perth WA 6892

Telephone: 1300 853 829

This form must be completed in black ink

**IMPORTANT:** If you require additional space (for example, more than three tenants) then please fill in additional forms and link them together by indicating the number of booklets below.

Booklet Number  of

## Rental Property Details

Is this a residential park (long-stay) bond?  Yes

Address

Address continued...

Address continued...

Suburb  Postcode

Tenancy Start Date (DD / MM / YYYY)  
 /  /

## Tenant(s)

Is the tenant an organisation? \*  Yes

Postal Address (If different from Rental Property Details)

Address continued...

Suburb  State  Postcode

1 Family Name / Organisation Name

Given Name / Organisation Name continued...

Other Names

Email Address

Contact Number (mobile preferred)

Signature (please stay inside border)

Date of Signature (DD / MM / YYYY)  
 /  /

2 Family Name / Organisation Name

Given Name / Organisation Name continued...

Other Names

Email Address

Please continue on next page

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**IMPORTANT - Do not sign this form until you have read the information on the last page of the form**

\*Not to be used for Commercial Tenancies



Contact Number (mobile preferred)

Grid for contact number

Signature (please stay inside border)

Signature box

Date of Signature (DD / MM / YYYY)

Grid for date of signature

Family Name / Organisation Name

3

Grid for family name

Given Name / Organisation Name continued...

Grid for given name

Other Names

Grid for other names

Email Address

Grid for email address

Contact Number (mobile preferred)

Grid for contact number

Signature (please stay inside border)

Signature box

Date of Signature (DD / MM / YYYY)

Grid for date of signature

Lessor(s) / Park Operator

Is the owner a park operator? [ ] Yes Is the lessor(s) / park operator an organisation? \* [ ] Yes

Family Name / Organisation Name

1

Grid for family name

Given Name / Organisation Name continued...

Grid for given name

Other Names

Grid for other names

Address

Grid for address

Address continued...

Grid for address continued

Address continued...

Grid for address continued

Suburb

Grid for suburb

State

Grid for state

Postcode

Grid for postcode

Email Address

Grid for email address

Contact Number (mobile preferred)

Grid for contact number

Fax Number

Grid for fax number

Signature (please stay inside border)

Signature box

Date of Signature (DD / MM / YYYY)

Grid for date of signature

Family Name / Organisation Name

2

Grid for family name

Given Name / Organisation Name continued...

Grid for given name

Other Names

Grid for other names

Address

Grid for address

Address continued...

Grid for address continued

Please continue on next page

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\*Not to be used for Commercial Tenancies



Address continued...

Grid for address continuation

Suburb grid

State grid

Postcode grid

Email Address grid

Contact Number (mobile preferred) grid

Fax Number grid

Signature (please stay inside border) box

Date of Signature (DD / MM / YYYY) grid

Agent

Agent Name grid

Name continued... grid

Address grid

Address continued... grid

Address continued... grid

Suburb grid

State grid

Postcode grid

Email Address grid

Contact Number grid

REBA Licence Number (Licensed Agents only) grid

Fax Number grid

Signature (please stay inside border) box

Date of Signature (DD / MM / YYYY) grid

Name of Authorised Signatory grid

Bond Money

Bond calculation table with fields for Weekly Rent, Weeks, Pet Bond, Long-stay Security Access Bond, and Total Security Bond.

Date paid to Owner / Agent / Park Operator (DD / MM / YYYY) grid

Amount of Housing Bond Assistance Loan (if any) grid

Method of Payment to Bond Holder (Indicate and attach or complete below)

- Direct Debit, Cheque, Cash \*, Other \*

\*Only payable in person at the Department of Mines, Industry Regulation and Safety

Please continue on next page



I/We

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

(Name of Customer(s) giving the DDR) authorise the DMIRS ACPA User 067469. To arrange for funds to be debited 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 (www.dmirs.wa.gov.au/bondsddr).

Name of Australian bank/building society/credit union

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Name of Account Holder

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

BSB Number (Six digits)	Account Number

Signature (please stay inside border)

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Date of Signature (DD / MM / YYYY)

DD	/	MM	/	YYYY

**IMPORTANT INFORMATION FOR LODGEMENT OF SECURITY BOND MONEY AND RECORD OF PAYMENT**

**1. Timeframe**  
 All Residential Tenancy Bonds must be lodged with Bonds Administration as soon as practicable and **within 14 days of receiving the bond**. Penalties apply for late lodgement of bonds.

**2. Maximum Security Bond**  
*Residential Tenancy*

- no more than 4 weeks rent (weekly rent \$1200 or less)
- no limit on bond amount (weekly rent more than \$1200)
- \$260 pet bond (Not applicable to assistance dogs)

*Residential Park (Long-stay)*

- No more than 4 weeks rent
- \$100 Long-stay Security Access Bond
- \$100 pet bond (Not applicable to assistance dogs)

**3. Completing the Form**  
 This form should be signed by all tenant(s) and the lessor(s)/property manager.

If all parties cannot sign the form within the timeframe, the bond must still be lodged, however you should contact Bonds Administration for further instructions to avoid delays at disposal.

You must ensure that the bank account details provided on the form are correct and that the account is able to accept direct debits. Direct debiting is not available on all accounts, i.e online savings accounts and home loan accounts.

The completed form should be clearly scanned and emailed to: **bondsadmin@dmirs.wa.gov.au** (preferred).

Alternatively, the form can be mailed to:  
**Bond Administrator**  
**Locked Bag 100**  
**East Perth WA 6892**

**4. Requirement to Give Receipt**  
 A receipt must be issued immediately by the person receiving the security bond. The receipt must specify the date the bond was received, name of the person(s) paying the bond, amount paid and address of the premises for which the bond has been paid. A residential parks bond receipt must also specify the amount of any pet bond taken.

**5. Tenant and Lessor / Property Manager to Receive Copy of Record of Payment**  
 Bonds Administration will send a copy of the Record of Payment of Security Bond (Record of Payment) to the tenant(s) and the lessor(s) / property manager once the bond is lodged. **Please keep this Record.**

If the Record of Payment is not received as above, please contact Bonds Administration by email at bondsadmin@dmirs.wa.gov.au to make sure it has been lodged correctly.

Details shown on the Record of Payment of Security Bond will be required and used by either party to the bond should they make an application to a Court to determine the disposal of security bond under Schedule 1, clause 8 of the *Residential Tenancies Act 1987*.

**4. Management of Personal Information**  
 Bonds Administration’s Management of Personal Information policy is available at [www.dmirs.wa.gov.au/bonds-mpi](http://www.dmirs.wa.gov.au/bonds-mpi). Where a bond relates to a Department of Communities (Housing) Bond Assistance Loan, information about the bond may be disclosed to Housing for the purposes of administering the Bond Assistance Loan Scheme.

**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 Mines, Industry Regulation and Safety advice line (1300 30 40 54) for help and assistance.

