



**IMPORTANT:** If you require more space, please fill in additional forms and indicate below:

FORM of



## Section 1: Rental property details

Type of bond  
Is this a residential tenancy bond?      Is this a residential park (long-stay) bond?      Tenancy start date  
/ /

Rental address      Postcode

## Section 2: Bond money

Amount of weekly rent      Date paid by tenant      The maximum security bond for a residential tenancy is:  
\$ .      / /      • 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).

Bond amount      Amount of Housing bond assistance loan (if any)      The maximum security bond for a residential park (long-stay) is:  
\$ .      \$ .      • no more than 4 weeks rent  
• \$260 pet bond (not applicable to assistance dogs).

Pet bond  
\$ .

Total security bond  
\$ .

**Payment method**  
Direct debit      Cheque      Cash\*      Other\*

**Direct debit request**  
I / We      \*Only payable in person at DMIRS Cannington office, Level 1 Mason Bird Building, 303 Sevenoaks Street, Cannington 6107.  
Please ensure the account provided can accept direct debits - no online savings or home loan accounts.

(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](http://www.dmirs.wa.gov.au/bondsddr)).

Account name      Name of Australian financial institution      Signature

BSB number      Account number      Date  
/ /

## Section 3: Tenant(s)

Family name / organisation name

Given name      Other given name(s)

Email address      Signature

Contact number      Date  
/ /

Family name / organisation name

Given name      Other given name(s)

Email address      Signature

Contact number      Date  
/ /

**Section 3 continued...**

Family name / organisation name		
Given name	Other given name(s)	
Email address	Signature	
Contact number	Date	/ /

Tenant postal address (if different to rental property address)	Postcode
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**Section 4: Owner(s) / lessor(s) / park operator(s)**

Family name / organisation name		
Given name	Other given name(s)	
Address	Postcode	
Email address	Signature	
Contact number	Date	/ /

Family name / organisation name		
Given name	Other given name(s)	
Address	Postcode	
Email address	Signature	
Contact number	Date	/ /

**Section 5: Agent**

Agent name		
Address	Postcode	
Email address	Contact number	
Name of authorised signatory	Signature	
REBA licence number (licensed agents only)	Date	/ /



## Important information for lodgement of security bond money and record of payment

### Contacting Bonds Administration

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

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

For further information about tenancy bonds visit our website [www.commerce.wa.gov.au/bonds](http://www.commerce.wa.gov.au/bonds) or contact Bonds Administration by phone on:

**Telephone: 1300 853 829**  
**International: +61 8 6251 2949**

### Timeframe

All residential tenancy bonds must be lodged with Bonds Administration as soon as practicable or in any event within **14 days of receiving the bond**. Penalties apply for late lodgement of bonds.

### Completing the form

This form should be physically signed by all tenant(s) and the lessor(s)/property manager. Electronically generated signatures, including cut and pasted images or eSignature software such as DocuSign are not accepted.

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 future delays.

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.

### 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, amount of any pet bond and address of the premises for which the bond has been paid.

### 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 to the tenant(s) and the lessor(s) / property manager once the bond is lodged. **Please keep this record.**

If the Record of Payment of Security Bond is not received as above, please contact Bonds Administration by email at [bondsadmin@dmirs.wa.gov.au](mailto: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*.

### 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

Residential tenancy advice and information: **Consumer Protection Contact Centre 1300 304 054**  
Translating and Interpreting Services (TIS): **13 14 50**