

1 Family Name / Organisation Name

Given Name / Organisation Name continued...

Other Names

Email Address

Contact Number (mobile preferred)

Date of Signature (DD / MM / YYYY)

Signature (please stay inside border)

2 Family Name / Organisation Name

Given Name / Organisation Name continued...

Other Names

Email Address

Contact Number (mobile preferred)

Date of Signature (DD / MM / YYYY)

Signature (please stay inside border)

C. Change of Lessor(s) / Park Operator / Agent

Former Lessor(s) / Park Operator / Agent

1 Family Name / Organisation Name

Given Name / Organisation Name continued...

Date of Signature (DD / MM / YYYY)

Signature (please stay inside border)

REBA Licence Number (Licensed Agents only)

Name of Authorised Signatory (Agents only)

2 Family Name / Organisation Name

Given Name / Organisation Name continued...

Date of Signature (DD / MM / YYYY)

Signature (please stay inside border)

New Lessor(s) / Park Operator / Agent

Is the lessor a park operator? Yes Is the lessor(s) / park operator an organisation? * Yes

1 Family Name / Organisation Name

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



Given Name / Organisation Name continued...

[Grid for name continuation]

Other Names

[Grid for other names]

Address

[Grid for address]

Address continued...

[Grid for address continuation]

Address continued...

[Grid for address continuation]

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]

REBA Licence Number (Licensed Agents only)

[Grid for REBA licence 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]

Name of Authorised Signatory (Agents only)

[Grid for signatory name]

Family Name / Organisation Name

2 [Grid for family name]

Given Name / Organisation Name continued...

[Grid for name continuation]

Other Names

[Grid for other names]

Address

[Grid for address]

Address continued...

[Grid for address continuation]

Address continued...

[Grid for address continuation]

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]

D. Bond Increase

| | | | | | | | | | | | | |
|--|----|--------|---|--------|---|--------|-------|---|----|--------|---|--------|
| Increase to Weekly Rent | \$ | [Grid] | . | [Grid] | X | [Grid] | Weeks | = | \$ | [Grid] | . | [Grid] |
| Increase to Pet Bond (See Point 1 on last page) | \$ | [Grid] | . | [Grid] | | | | | | [Grid] | . | [Grid] |
| Increase to Long-stay Security Access Bond (See Point 1 on last page) | \$ | [Grid] | . | [Grid] | | | | | | [Grid] | . | [Grid] |
| Amount to be added to Security Bond | \$ | [Grid] | . | [Grid] | | | | | | [Grid] | . | [Grid] |

Date paid to Lessor / Park Operator / Agent (DD / MM / YYYY)
[Grid]

Amount of Housing Bond Assistance Loan (if any)
\$ [Grid]

Please continue on next page

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Direct Debit Cheque Cash * Other *

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

Direct Debit Request (If paying by Direct Debit) Please ensure the account provided can accept direct debits - no online savings or home loan accounts.

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.dmir.wa.gov.au/bondsddr).

Name of Australian bank/building society/credit union

Name of Account Holder

BSB Number (Six digits)

 Account Number

Signature (please stay inside border)

Date of Signature (DD / MM / YYYY)

E. Approval of Variation Changes by Lessor(s) / Park Operator / Agent

1 Family Name

Given Name

Signature (please stay inside border)

Date of Signature (DD / MM / YYYY)

2 Family Name

Given Name

Signature (please stay inside border)

Date of Signature (DD / MM / YYYY)

IMPORTANT INFORMATION FOR VARIATION OF SECURITY BOND

1. 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)

2. Completing the Form

All signatories to the lodgement of the security bond will be required to sign the Joint Application for Disposal of Security Bond at the completion of the tenancy

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

3. 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.

4. Tenant and Lessor / Property Manager to Receive Copy of Record of Variation

Bonds Administration will send a copy of the Record of Variation of Security Bond (Record of Variation) to the tenant(s) and the lessor(s) / property manager once the bond is lodged. **Please keep this Record.**

If the Record of Variation 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*.

5. Management of Personal Information

Bonds Administration's Management of Personal Information policy is available at www.dmir.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.

