

Tenancies Branch  
 Level 1, 91-97 Grenfell Street, ADELAIDE SA 5000  
 GPO Box 965, ADELAIDE SA 5001  
 Telephone: 8204 9555 (**Bonds**)  
 8204 9544 (**Tenancy Advice**)

Office Hours: 8.30 am - 5 pm

Refunds available between  
 9 am and 4.30 pm; Mon - Fri



**Government of South Australia**

Office of Consumer and  
 Business Affairs

SECURITY BOND NO (IF KNOWN)

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How many bond receipts  
 have been issued for this tenancy?

(insert number)

# SECURITY BOND REFUND FORM

**PLEASE COMPLETE FORM IN CLEAR PRINT USING BLUE OR BLACK PEN**



Please submit original forms only - faxes or e-mails not accepted

<b>Address of rental premises (USE BLOCK LETTERS)</b>	<b>Postcode</b>
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<b>Name of tenant 1:</b>	Phone:	<b>Amount to be paid to tenant 1</b>	Tenant Signature
Forwarding address		\$*	Date / /
BSB no	- Account no		
Name of <b>Australian</b> bank/building society/credit union		Name of account holder	

Do not sign a blank form

<b>Name of tenant 2:</b>	Phone:	<b>Amount to be paid to tenant 2</b>	Tenant Signature
Forwarding address		\$*	Date / /
BSB no	- Account no		
Name of <b>Australian</b> bank/building society/credit union		Name of account holder	

Do not sign a blank form

<b>Name of tenant 3:</b>	Phone:	<b>Amount to be paid to tenant 3</b>	Tenant Signature
Forwarding address		\$*	Date / /
BSB no	- Account no		
Name of <b>Australian</b> bank/building society/credit union		Name of account holder	

Do not sign a blank form

<b>Amount to be paid to HOUSING SA</b>	\$*
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<b>Name of landlord/agent:</b>	Phone:	<b>Amount to be paid to landlord/agent</b>	Landlord/Agent Signature
Forwarding address		\$*	Date / /
BSB no	- Account no		
Name of <b>Australian</b> bank/building society/credit union		Name of account holder	

Do not sign a blank form

(\* Add together all the \$ amounts listed and insert the total here. →  
 This amount must equal the total amount of bond held by the Tenancies Branch)

<b>Total Bond</b>	\$
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**NB. THE NAME AND SIGNATURES ABOVE MUST MATCH THOSE ON THE DOCUMENTATION CURRENTLY HELD BY THIS OFFICE. THE BANK ACCOUNT DETAILS MUST MATCH THE PARTIES OF THE BOND. WE CANNOT PAY MONEYS INTO A THIRD PARTY ACCOUNT. IF THE DETAILS DO NOT MATCH THE EFT WILL BE REJECTED AND A CHEQUE WILL BE DRAWN.**

**By completing the above EFT details you are:**

1. Authorising the Tenancies Branch to use the listed number to transfer moneys owing to you into your account listed above.
2. Guaranteeing that the information provided above is correct, and agreeing to indemnify the Tenancies Branch against any loss or damage suffered if the details provided are incorrect.

**PLEASE ENSURE YOU READ THE REVERSE OF THIS FORM PRIOR TO LODGEMENT**

**APPLYING FOR A BOND REFUND WHERE BOTH PARTIES AGREE:**

Both parties complete, sign and lodge this form with the Tenancies Branch.

**NB:** The signatures of both parties are not required where the person who signs this form is not seeking any portion of the bond money. However, the person whose EFT details appear on the form must sign it.

**APPLYING FOR A BOND REFUND WHERE BOTH PARTIES DO NOT AGREE,  
OR THE OTHER PARTY IS UNABLE TO SIGN:**

Either party can complete, sign and lodge this form. If a bond refund form is received without the other party's signature, the other party will be given an opportunity to dispute the claim. If the claim is not disputed, the bond will be paid out as claimed. If the claim is disputed, it will be referred to the Tenancy Advice Section of the Tenancies Branch for conciliation and if the dispute cannot be conciliated, it may be referred to the Residential Tenancies Tribunal for a determination.

**IMPORTANT**

1. Payment is made by electronic funds transfer or cheque and is available upon presentation of this form, providing that all details are fully completed and correct.
2. The signature of the parties signing this claim should be the same as those appearing on the lodgement form. If not, the change should be advised in writing, containing the signatures of both original and new parties.
3. Any alterations on this form must be **signed in full** by all parties.
4. Always quote your security bond number in any communication with the Tenancies Branch.
5. Refund payments to **tenants** will include interest. The amount of interest payable will be automatically calculated by the Tenancies Branch at the time of refund.
6. Tenant refunds will be paid equally to **all tenants** appearing on the documentation currently held by this office unless the authority below is completed.
7. Bonds can not be partially refunded.

**This section to be completed ONLY if 1 tenant is claiming the full tenant portion of the bond refund in a multiple tenant occupancy.**

I authorise the Tenancies Branch to make this payment in my name only.  
I understand that if there is a dispute to this payment, it may lead to a civil claim and is not the responsibility of the Tenancies Branch.

Name: ..... Signature .....