Residential Parks Act 2007
Bond lodgement form

Government of South Australia
Office of Consumer and Business Affairs

Park name:

Park owners* details (USE BLOCK LETTERS)		**Contact phone numbers**	
Surname	First names	Work	Home
Park postal address:		Mobile:	
		Fax:	
Email address: (*to receive lodgement receipt & bond refund details*)			

Address of rented property (USE BLOCK LETTERS)	
Site number/reference:	Weekly rental:
Address:	
Amount of bond: $	**Date bond paid: ..../...../.....**
Agreement commenced: ...../...../.....	
Do you rent the site only? ☐ Yes ☐ No	
NB: Please ensure that all details within this box are completed.	

IMPORTANT

The park owner* must lodge this form within 7 days of receipt of bond moneys.

- A separate form must be lodged for each agreement.
- The resident/s and park owner* must sign this form.
- This form must be fully completed before lodgement.
- Cheques should be made payable to the ”Residential Tenancies Fund”.

Have you given a copy of the park rules and an information notice (form J) to the resident?

Resident details (USE BLOCK LETTERS)		
Resident 1 surname		First names
Contact phone numbers		
Home:	Work:	Mobile:
Email address (*to receive lodgement receipt & bond refund details*)		

Resident 2 surname		First names
Contact phone numbers		
Home:	Work:	Mobile:
Email address: (*to receive lodgement receipt & bond refund details*)		

Postal address of resident/s (if different to park postal address):

Resident 1:

Resident 2:

Signatures (PLEASE SIGN IN BLUE INK)		
Signature of resident/s		Date: ...../...../.....
Signature of park owner*		Date: ...../...../.....

Please submit original form only - fax or e-mail not accepted

OFFICE USE ONLY BOND NUMBER

Tenancies Branch
Office Hours: 8.30 – 5pm
GPO Box 965, ADELAIDE SA 5001

Telephone: 8204 9555 **(bonds)**
8204 9544 **(advice)**
www.ocba.sa.gov.au

***Park owner means the owner OR the operator of the park**

TB04/08

Government of South Australia
Office of Consumer and Business Affairs

RESIDENTIAL PARKS DIRECT DEBIT REQUEST (DDR)

THIS IS A **ONCE-OFF** AUTHORITY ONLY

Please use **BLOCK LETTERS**.

Customer name: I / We ……
(Surname) (Given names)

authorise **OCBA – Tenancies, APCA User ID Number 361750,** to arrange for funds to be debited from my/our account to the value of **$.....*(amount of bond)*** at the financial institution identified below, for the purpose of bond lodgement.

Note: Please ensure that value (amount of bond) is completed

Address of rented property: ……..

Details of the account to be debited

*(All account details **must** be supplied)*

NB: The bank account details must match the parties of the bond. We cannot withdraw money from a third party account.

Name and branch of financial institution: ……..

BSB number: |___|___|___| - |___|___|___| This ***must*** be 6 digits

Account number: |___|___|___|___|___|___|___|___|___| Can not be more than 9 characters

Note: Please ensure the account and BSB number that you are providing are correct. Direct debiting is not available on a full range of accounts and if you are unsure please clarify with your financial institution.
Credit union cheques may not show their own BSB number. Check with the credit union for the correct BSB number to use for direct debit.

Account name: ……..

CUSTOMER SIGNATURE(S):
(all signatories may be required to sign on joint accounts)

…… ……..

Date: ……/……./…….

ATTACH THIS FORM SECURELY TO THE BOND LODGEMENT FORM

OFFICE USE ONLY

Bond no: | | | | | | | | |

Date processed: ……../……../……..

Officer's name: ……..

Office Hours: 8.30 – 5pm
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